

Snohomish County
Urban County Consortium

2013 Annual Action Plan
FINAL

May 8, 2013

2013 Program Year
(July 1, 2013 through June 30, 2014)

U.S. Department of Housing and Urban
Development (HUD)
Housing and Community Development
Programs

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Snohomish County Urban County Consortium Participating Governments

City of Arlington, Barb Tolbert, Mayor
City of Brier, Bob Colinas, Mayor
Town of Darrington, Dan Rankin, Mayor
City of Edmonds, Dave Earling, Mayor
City of Everett, Ray Stephanson, Mayor
City of Gold Bar, Joe Beavers, Mayor
City of Granite Falls, Haroon Saleem, Mayor
Town of Index, Bruce Albert, Mayor
City of Lake Stevens, Vern Little, Mayor
City of Lynnwood, Don Gough, Mayor

City of Marysville, Jon Nehring, Mayor
City of Mill Creek, Mike Todd, Mayor
City of Monroe, Robert Zimmerman, Mayor
City of Mountlake Terrace, Jerry Smith, Mayor
City of Mukilteo, Joe Marine, Mayor
City of Snohomish, Karen Guzak, Mayor
City of Stanwood, Dianne White, Mayor
City of Sultan, Carolyn Eslick, Mayor
Town of Woodway, Carla Nichols, Mayor

Snohomish County Government

Snohomish County Executive

Aaron Reardon

Snohomish County Council

John Koster, District 1
Brian Sullivan, District 2
Stephanie Wright, District 3
Dave Gossett, District 4
Dave Somers, District 5

Snohomish County Department of Human Services

Kenneth Stark, Director

Jeffrey Watson, Division Manager, Housing & Community Services

Office of Housing & Community Development

Dean Weitenhagen, Supervisor
Debra May, Human Services Specialist II
Jacqueline Toma, Human Services
Specialist II
Sue Tracy, Human Services Specialist II
Dee White, Human Services Specialist II
Lori White, Human Services Specialist I

Office of Community & Homeless Services

Jackie Anderson, Supervisor
Lisa Brand, Community Services Counselor
Leila Copeland, Human Services Specialist II
Marion Dal Pozzo, Human Services Specialist I
Kay Hollenbeck, PSS Counselor
Robin Hood, Community Services Counselor
Jess Jorstad, Human Services Specialist II
Lindsey Legaspi, Human Services Specialist II
Nathan Marti, Human Services Specialist II
Bo Tunestam, Human Services Specialist II

Mike Fulcher, Division Manager, Administrative Services

Lisa Guerrero, Grant Accountant

Mike Liddicoat, Financial Compliance Officer

Policy Advisory Board

Name and Representation

Pete Grodt, Chairman (Citizen)
Elizabeth Mitchell, Woodway City Council Member (Cities of less than 3,000 population)
Elizabeth Adams, Granite Falls City Council Member (Cities of 3,000 to 10,000 population)
Donna Wright, Marysville City Council Member (Cities of 10,000 or more population)
Bryan Wahl, Mountlake Terrace City Council Member (Cities at large position)
John Koster, County Council Member District 1
Brian Sullivan, County Council Member District 2
Stephanie Wright, County Council Member District 3
Brian Parry, Executive Director, Snohomish County

Technical Advisory Committee

Name and Representation

Jim Raymond, Citizens/Senior	Kim Peterson, Town of Index
Francis Barden, Citizens/Senior	Rebecca Ableman, City of Lake Stevens
Prithy Korathu, Citizens/Minority	Jeff Elekes, City of Lynnwood
Carol Story, Citizens/Low Income	Rob Toyer, City of Marysville
Anne Beauchamp, Citizens/Disabled	Camille Chriest, City of Mill Creek
Susanna Martini, Citizens/Disabled	Jakeh Roberts, City of Monroe
Marc Hayes, City of Arlington	Paula Schwartz, City of Mountlake Terrace
Sandi McCaulley, Town of Darrington	Glen Pickus, City of Mukilteo
Kernen Lien, City of Edmonds	Dianne White, City of Stanwood
Joe Beavers, City of Gold Bar	Bob Martin, City of Sultan
Brent Kirk, City of Granite Falls	

Reasonable accommodations will be made to provide the information in this document in an alternate format upon request. Please contact Sue Tracy at:

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**Snohomish County Urban County Consortium
2013 Program Year Annual Action Plan**

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Snohomish County Urban County Consortium 2013 Program Year Annual Action Plan

EXECUTIVE SUMMARY

2013 Annual Action Plan Introduction

The 2013 Annual Action Plan ("2013 Action Plan") is the annual application by the Snohomish County Urban County Consortium ("Consortium") for federal affordable housing and community development grant funds. Snohomish County ("County") is the lead agency for the Consortium. The sources of grant funds include the Community Development Block Grant ("CDBG"), HOME Investment Partnerships ("HOME"), and Emergency Solutions Grant ("ESG") programs.

The 2013 Action Plan is also the fourth annual update to the Consortium's five-year *Housing and Community Development 2010-2014 Consolidated Plan* ("2010-2014 Consolidated Plan"). It indicates the amount of CDBG, HOME, and ESG grant funds projected to be available in the 2013 program year and describes how these funds will be used to help meet the strategies and objectives established in the *2010-2014 Consolidated Plan*. It also includes additional information regarding the grant funds and housing and community development activities. The plan covers the 2013 program year which runs from July 1, 2013, through June 30, 2014.

Grants Funds Available

The County anticipates a total of \$4,762,298 in housing and community development funding will be available to the Consortium for allocation for the 2013 program year. This includes the following funding:

\$2,352,522	Estimated 2013 CDBG
\$1,393,636	Estimated 2013 HOME
\$241,799	Estimated 2013 ESG
\$442,398	Re-Programmed Funds
\$195,000	Estimated CDBG Program Income
<u>\$136,943</u>	Estimated HOME Program Income
\$4,762,298	TOTAL

The estimated 2013 funding grant amounts are based on 2012 funding levels. It is anticipated that these funding levels may be reduced by about five percent for 2013. However, the exact grant amounts will not be known until federal appropriations for the 2013 fiscal year are finalized and HUD notifies the County of the 2013 grant amounts.

The County anticipates that these funds will help leverage an estimated \$20 million dollars in funding from other public and private resources.

Use of Grant Funds

All of the activities selected to receive funds in 2013 will help address strategies and objectives set forth in the Consortium's *2010-2014 Consolidated Plan*. The \$4,762,298 in available grant funds will be allocated as follows:

\$2,297,481	Affordable Housing Projects and Programs
\$1,170,464	Public Facility and Infrastructure Projects and Contingency
\$600,978	Youth, Senior, and Public Service Programs
\$24,179	ESG Homeless Data Collection and Management
<u>\$669,196</u>	Grant Planning and Administration
\$4,762,298	TOTAL

Because the 2013 grant funds are estimated at this time, and are anticipated to be reduced by about five percent, the County anticipates the allocation of 2013 funds to specific projects will need to be revised based on the 2013 actual funding levels, once known.

The affordable housing projects will help make decent and safe housing affordable, available, and accessible to low- and moderate-income households.

The community development projects will help create more suitable living environments and sustainable communities. These projects will make services, public facilities, and infrastructure more available, accessible, and affordable to low- and moderate-income persons and neighborhoods.

Housing and Community Development Activities

The County, as lead agency of the Consortium, is responsible for the overall administration of the CDBG, HOME, and ESG grant programs. The County will also undertake additional activities during the 2013 program year in support of its housing and non-housing community development goals. These activities include, but are not limited to:

- continue to administer a local housing trust fund;
- continue to administer a local fund for ending homelessness;
- continue to manage federal funds made available under the Neighborhood Stabilization Program which is administered by the Washington State Department of Commerce;
- continue to manage the application process for the Continuum of Care homeless assistance federal grant programs and to manage project contracts under these programs;
- continue to administer state homeless assistance grant funds;
- continue to administer state funds to assist with housing and essential needs for persons with disabilities, if funding for the program is continued;
- continue to administer a local fund to develop additional housing for persons with mental health and chemical dependency challenges;
- continue to administer a local rental assistance voucher program for low-income persons with mental health and chemical dependency challenges;
- continue to work in cooperation with the local Continuum of Care task force to support implementation of our local 10-year plan to end homelessness;
- continue to collaborate on the Investing in Families Initiative sponsored by the Gates Foundation;
- continue implementation of a new fair housing action plan recently developed as part of an updated Analysis of Impediments to Fair Housing Choice;

- continue to participate in local and regional meetings related to affordable housing and community development, such as the Homeless Policy Task Force, the Housing Consortium of Everett and Snohomish County, the Housing Trust Fund Policy Advisory Team, and the Monitoring Coordination Task Force;
- continue to evaluate the decreased funding resources available for affordable housing and community development activities and consider proposing revised Consolidated Plan goals based on updated funding projections; and
- continue to explore the potential use of CDBG float loans and CDBG Section 108 loans for economic development activities.

Prior Year Performance

Each year, Snohomish County prepares a Consolidated Annual Performance and Evaluation Report (“CAPER”). The CAPER provides annual performance information on the Consortium’s progress towards achieving the five-year Consolidated Plan goals. The most recent CAPER reports on performance during the 2011 program year for the July 1, 2011, through June 30, 2012, time period. This was the second year of the *2010-2014 Consolidated Plan*.

The Consortium successfully completed the 2011 program year. Program year highlights are listed below.

Under the affordable housing priority:

- Thirty-three units of affordable multi-family rental housing were completed. An additional 189 units were underway or had funds budgeted. This includes the development of 19 new units and the preservation of 127 existing units for elderly persons and persons with disabilities.
- Five new units were completed, and rents subsidies for 12 new units were brought on-line, for persons experiencing homelessness. An additional 88 new units and rent subsidies in this category were underway or had funds budgeted.
- Three hundred eighty-nine low- and moderate-income homeowners were assisted with minor home repairs, home weatherization, and major home

rehabilitation. Most of the homeowners assisted were extremely low-income and were elderly persons or persons with disabilities.

- Twenty-three low- and moderate-income households were provided purchase assistance to help them buy their first home. Assistance for an additional 26 homebuyers was underway or had funds budgeted.
- Nine new homeownership units were constructed for low- and moderate-income homebuyers through sweat-equity programs. An additional 30 units were underway or had funds budgeted.

Under the public facility priority:

- One public facility project was completed and an additional nine were underway or had funds budgeted.

Under the infrastructure priority:

- One infrastructure project was completed and an additional 12 were underway or had funds budgeted.

Under the three service priorities:

- Over 4,000 persons were provided improved access to public service programs including youth, elderly persons, homeless persons, persons with special needs, and other low-income persons.

Overall, the Consortium continued to make significant progress in the second year towards most of its goals for affordable housing, public facility, infrastructure, and service projects. However, accomplishments in a few areas were lower than anticipated. This was due, in part, to reduced funding available for the 2011 program year under the CDBG and HOME programs and other resources. Lack of applications in some project categories and other reasons were also noted.

The County continued to seek funding from other resources to help achieve the goals, where opportunities were made available. However, as the CDBG and HOME programs received deeper cuts for the 2012 program year, and as some of the additional funding resources obtained were short-term or one-time funding opportunities, the impacts of the funding reductions were anticipated to be greater for the 2012 program year.

In response, the County identified additional outreach activities to be undertaken for certain categories of public facility and affordable housing projects and additional consideration to be given to reducing the five-year goals to bring them in-line with the revised funding projections. In addition, since an update to the Analysis of Impediments to Fair Housing Choice was underway and scheduled for completion in the 2012 program year, the County also identified that it would consider amending some program priorities to help address fair housing impediments identified.

More detailed information regarding the Consortium's performance may be found in the CAPER covering the 2011 program year. A CAPER that evaluates progress made in the 2012 program year from July 1, 2012, through June 30, 2013, will be available in September 2013.

Citizen Participation and Consultation

Snohomish County provided several opportunities for input during the development of the 2013 Action Plan by the public, various organizations and agencies, local governments, and other interested persons.

Two public hearings were held in October 2012 at the Snohomish County campus. The hearings were held to seek input on community needs, to report and receive input on 2011 program year performance, and to answer questions and respond to any proposals. One public comment was received by an employee of the Snohomish Health District. The commenter requested that the County's current indoor no-smoking policy that provides application bonus incentive points for affordable housing capital projects with no-smoking policies be expanded to apply to AHTF Operating & Maintenance (AHTF O&M) projects. The County believes there are very few individuals and family households that are at risk of exposure to second-hand smoke within the shelter facilities and rental units associated with this funding due to current contract provisions and subrecipient policies. However, the County is willing to review this issue further, to do additional outreach, and to explore more restrictive non-smoking provisions for future funding years.

In December 2012, the County also sought input from the Housing Authority of Snohomish County's (HASCO's) Resident Advisory Board for its 2013 Public Housing Authority Agency Plan. Four comments were received and are referenced below.

- The first comment requested that funds be made available to renters to make accessibility improvements to their apartments. HASCO provided information on

its reasonable accommodation policy. In addition, the County is exploring options for establishing a fund targeted for accessibility improvements and renovations to rental units.

- The second comment expressed a high need in the community to provide housing assistance for homeless people and eviction prevention assistance. The County recognizes the need in our community for homeless prevention and other homeless assistance and provided information on existing services, new initiatives, and coordination activities underway to help address this need. The County acknowledges that while there are significant efforts in place, they do fall short of the actual need, and it will continue to engage in activities to address this need.
- The third comment expressed a desire by residents for some assistance in organizing a safety watch and community events at their senior/disabled housing site to encourage interacting with others for community, mental stimulation, and remaining independent. HASCO explained that they are supportive of such efforts and would try to provide some assistance within the reduced staffing resources available. HASCO organized a meeting at the site in January 2013 to meet with residents and learn what types of activities and events the residents were interested in for their community.
- The fourth comment complimented several public facilities in the Arlington community that provided needed services. The comment also expressed a need for more services and transportation options for people with disabilities, including expansion of the DART paratransit service. The County provided information on the DART service parameters and Community Transit service cuts. The County also provided contact information for DART should the residents wish to provide direct feedback on services or to explore being on the DART advisory board as well as contact information for a volunteer transportation program in the community which may serve as an additional resource. The County will also continue to participate in transportation coordination efforts for persons with special needs.

Representatives of Consortium-member governments, the local housing authority, and citizens were provided with an opportunity to participate on the Technical Advisory Committee (TAC) and the Policy Advisory Board (PAB). These entities provided funding recommendations for the 2013 CDBG, HOME, and ESG projects. The County also consulted with the local Continuum of Care and HASCO during development of the 2013 Action Plan.

The Draft 2013 Action Plan was made available for a 30-day public review and comment period from March 29, 2013, through April 29, 2013. All interested persons were encouraged to review and comment on the plan and to attend a public hearing on April 25, 2013. The plan was posted on the County's Human Services Department website and paper copies were made available at local libraries, local city and town halls, and at the County's Human Services Department. The review and comment period and public hearings were advertised in the local newspaper, through distribution of a notice and flyers to various e-mail distribution lists, by posting and making flyers available at the County's Human Services Department, and through a press release. There was a final opportunity to comment on the plan at public meetings of the Snohomish County Council before adoption of the final plan. Two comments were received and are referenced below.

- The first comment requested that an error in the draft plan be corrected. The draft plan included \$70,000 in estimated program income to be generated under the Everett HomeSight first-time homebuyer assistance program. The Deputy Director of HomeSight stated the no program income was anticipated to be generated under this program in the 2013 program year. The County has corrected this error in the final plan.
- The second comment stated that there was a need for affordable housing in the City of Snohomish. The commenter made a proposal to investigate and explore whether a vacant piece of property owned by Snohomish County and located in the downtown area of the City of Snohomish may be used to build affordable housing. The County agrees with the recommendation to consider using the proposed property for the possible development of affordable housing. The County has also recently supported the use of surplus property in the Lynnwood area for development of affordable housing.

Snohomish County Urban County Consortium 2013 Annual Action Plan

I. INTRODUCTION

A. The 2013 Action Plan

The 2013 Action Plan is the required annual application to the U.S. Department of Housing and Urban Development (“HUD”) for CDBG, HOME, and ESG federal grant funds. It is also an annual update to the *2010-2014 Consolidated Plan*.

Prior to the start of each program year, the Consortium develops an Annual Action Plan. The Annual Action Plan identifies the amount of federal funds expected to be available for the upcoming program year under the CDBG, HOME, and ESG programs. It also describes how these grant funds will be used to help meet the Consortium’s five-year strategies and objectives in the *2010-2014 Consolidated Plan* for affordable housing and community development. The Annual Action Plan includes a description of the specific activities to be funded and the amount awarded to each activity. It also includes other information regarding the grant funds and affordable housing and community development activities.

The 2013 Action Plan is the fourth Annual Action Plan developed under the *2010-2014 Consolidated Plan*. It covers the 2013 program year for the period of July 1, 2013, through June 30, 2014. The 2013 Action Plan adds a new section to the *2010-2014 Consolidated Plan* and is intended to be used in reference to that plan.

The 2013 Action Plan includes an executive summary, an introduction, a summary of the citizen participation process, several required program and policy narratives, and a summary of the estimated grant funds available and how the funds are allocated. It also includes an appendix with descriptions of the funded activities and award amounts.

To view an on-line copy of this plan, the *2010-2014 Consolidated Plan*, prior recent Annual Actions Plans, and prior recent end-of-year reports, visit: http://www1.co.snohomish.wa.us/Departments/Human_Services/Divisions/OHHCD/.

To request a paper copy, or to request a reasonable accommodation, for any of these plans or reports in an alternate format, contact Sue Tracy by e-mail at sue.tracy@snoco.org, by phone at 425-388-3269, or by TTY at 711.

B. Use of Grant Funds

Federal regulations require that these grant funds be used principally to benefit low- and moderate-income persons and neighborhoods. This includes, but is not limited to, persons with special needs such as elderly persons, persons with disabilities, persons living with HIV/AIDS, and victims of domestic violence.

Depending on the type of grant program, the funds may be used for affordable housing, public facilities, infrastructure improvements, public services, economic development, and neighborhood revitalization. The *2010-2014 Consolidated Plan* establishes the specific local priorities for how these funds will be used during this five-year period.

C. Snohomish County Urban County Consortium

The Consortium is a partnership between Snohomish County and most of the cities and towns within the County. This partnership allows the Consortium, as an Urban County, to receive funds each year under the CDBG, HOME, and ESG programs as formula grants and to use these funds to address local needs and priorities.

Snohomish County is the lead agency of the Consortium. In this capacity, Snohomish County is responsible for the overall administration, planning, monitoring, and reporting requirements for these programs on behalf of the Consortium. This includes the preparation of the Consolidated Plan and the Action Plans and engaging in citizen participation and consultation.

For CDBG and ESG funds, the Consortium includes the County and 17 of the 20 cities and towns within the County. As such, the Consortium area includes the areas within these cities and towns and the unincorporated areas of the County. The three cities not included are the City of Bothell, the City of Everett, and the City of Marysville. The City of Bothell is split by the County line to the south and partners with King County. The City of Everett and the

City of Marysville receive CDBG funds directly from HUD as entitlement cities. The share of ESG funds attributed to the City of Everett and the City of Marysville are included in the balance of state ESG funds administered by the Washington State Department of Commerce.

For HOME funds, the Consortium includes the County and 19 of the 20 cities and towns within the County. This includes the same 17 cities and towns as for CDBG and ESG and also includes the City of Everett and the City of Marysville.

II. Citizen Participation and Consultation Process

The County followed the Consortium's Citizen Participation Plan contained in the *2010-2014 Consolidated Plan* in developing the 2013 Action Plan. The County provided several opportunities for input by the public, various organizations and agencies, local governments, and other interested persons.

Two public hearings were held in October 2012 at the Snohomish County campus. The hearings were held to seek input on community needs, to report and receive input on 2011 program year performance, and to answer questions and respond to any proposals. Notice of the hearings was published in the *Everett Herald*, the newspaper of general circulation in Snohomish County. The County also issued a press release inviting the public to participate in the hearings. In addition, electronic notice of the hearings was sent to: 1) the mailing list of interested agencies and persons maintained by the Snohomish County Human Services Department – Office of Housing and Community Development, 2) the Everett/Snohomish County Homeless Policy Task Force distribution list maintained by the Snohomish County Human Services Department – Office of Community and Homeless Services, 3) the Housing Consortium of Everett and Snohomish County, and 4) Consortium members. One comment was received.

The County consulted with staff at the Housing Authority of Snohomish County (HASCO) during development of the 2013 Action Plan. In addition, in December 2012, the County sought input on community needs and priorities from HASCO's Resident Advisory Board for its 2013 Public Housing Authority Agency Plan. Four comments were received.

The County consulted with the local Continuum of Care when preparing the portions of the 2013 Action Plan related to homelessness. The County is

designated as the Continuum of Care's Collaborate Applicant and leads many of the Continuum of Care activities. A notable part of this responsibility is coordinating and consulting with the Continuum of Care members and other entities throughout the year in various areas including needs and service gap identification, strategy and goal development, resources and funding priorities, and planning efforts. Consultation with Continuum of Care members and other entities occurs through meetings, e-mail, and other similar means. The consultation and coordination includes public and private agencies that address housing, health, social services, victim services, employment, and educational needs of low-income individuals and families and input from homeless individuals and families. The consultation and coordination also includes publicly funded institutions of care that may discharge persons into homelessness. The County also continues to consult with Continuum of Care members and the Housing Consortium of Everett and Snohomish County to reach various business and civic leaders. In addition, a number of agency board members are business leaders, and may provide input through their agency's participation in the Continuum of Care. The 2013 CDBG public service, ESG, and affordable housing applications for projects serving homeless persons were also reviewed for consistency with the local Continuum of Care/10-Year Plan to End Homelessness as part of the application review process.

Representatives of Consortium-member cities and towns, the local housing authority, and citizens were provided an opportunity to participate on the Technical Advisory Committee (TAC) and Policy Advisory Board (PAB). These entities provided funding recommendations for 2013 CDBG, HOME, and ESG projects.

The Draft 2013 Action Plan was made available for a 30-day public review and comment period from March 29, 2013, through April 29, 2013. Two public hearings were held on April 25, 2013. All interested persons were encouraged to review and comment on the plan and to attend one of the public hearings. Two comments were received.

Notice of the comment period and the hearings on the Draft 2013 Action Plan was published in the *Everett Herald*, the newspaper of general circulation for Snohomish County. The County also issued a press release inviting the public to review and comment on the draft plan and to participate in the public hearings. In addition, electronic notice of the hearings was sent to: 1) the mailing list of interested agencies and persons maintained by the Snohomish County Human Services Department – Office of Housing and Community Development, 2) the

Everett/Snohomish County Homeless Policy Task Force distribution list maintained by the Snohomish County Human Services Department – Office of Community and Homeless Services, 3) the Housing Consortium of Everett and Snohomish County, 4) Consortium members, and 5) the Snohomish County Community Services Advisory Council.

In an effort to broaden notification to the general public and to low- and moderate-income persons in the community, the County developed a flyer announcing the public hearings and the 30-day public review and comment period. The flyer was available in both English and Spanish. The County sent the flyer electronically to the groups listed above and requested their assistance in posting and/or distributing the flyers. Local libraries were also requested to post the flyer. In addition, the County posted and made copies of the flyer available in the Snohomish County Human Services Department lower level reception area for various direct service programs.

Paper copies of the Draft 2013 Action Plan were made available at the Snohomish County Human Services Department – Housing and Community Services Division, at the Everett main public library, at the Snohomish County branches of the Sno-Isle Library System, at local city and town halls of Consortium-member cities, and upon request. The Draft 2013 Action Plan was also made available on-line on the Snohomish County Human Services Department and the Office of Housing and Community Development/Office of Community and Homeless Services websites. In addition, the Housing Authority of Snohomish County posted an announcement on its website regarding the Draft 2013 Action Plan comment period with a link to the Snohomish County website.

The public had a final opportunity to comment on the plan at public meetings of the Snohomish County Council before adoption of the final plan. No comments were received. The final plan was adopted on May 8, 2013.

A summary of the comments received and responses to the comments, including the rationale for any comments not accepted, is located in Section XIX. of this document.

III. OTHER RESOURCES AVAILABLE

In addition to CDBG, HOME, and ESG funds, the County anticipates a significant amount of other federal, state, local, and private resources will be available to help meet the local housing and community development strategies and objectives in the *2010-2014 Consolidated Plan*. Many of these resources will help leverage these HUD funds. It is estimated that the 2013 CDBG, HOME, and ESG projects will leverage an estimated \$20 million dollars in funding from other sources.

The following is a list of the other resources anticipated to be available during all or portions of the 2013 program year. The list includes some committed funds, but primarily represents funding the project sponsors have applied for or will apply for, as well as actual or estimated funding from various resources serving Snohomish County.

FEMA Emergency Food and Shelter Program	\$56,544
HHS Administration for Children and Families	\$285,000
Housing Opportunities for Persons With AIDS	\$266,027
HUD Continuum of Care	\$4,173,912
HUD Neighborhood Stabilization Program	\$26,000
*HUD Section 8 Housing Administrative Funds (HASCO)	\$2,450,000
*HUD Section 8 Housing Assistance Funds (HASCO)	\$26,500,000
USDA Child and Adult Care Food Program	\$24,000
USDA Rural Development Homeowner Loans	\$1,850,000
USDA Rural Development Section 515 Loan Assumption	\$1,335,000
Washington Families Fund	\$125,057
WA State Combined Homeless Grant	\$1,250,000
WA State DSHS	\$769,510
WA State Housing and Essential Needs	\$1,400,000
WA State Housing Finance Commission	
Low-Income Housing Tax Credits	\$5,387,411
WA State Housing Trust Fund	\$3,493,310
Washington State Legislature -- General Funds	\$500,000
Washington State Public Works Trust Fund Loan	\$145,000
City of Edmonds	\$35,000
Private Lender Mortgages for Homeowners	\$1,563,800
Snohomish County Affordable Housing Trust Fund	\$790,000
Snohomish County Ending Homelessness Program	\$2,500,000
Snohomish County General Funds	\$117,600

Snohomish County Sales Affordable Housing Development Fund	\$900,000
Snohomish County Sales Tax Rental Voucher Program	\$635,000
United Way of Snohomish County	\$188,936
Washington Community Reinvestment Association Loan	\$3,050,000
Miscellaneous Private & Foundation Grants	\$265,780

*The above figures for the HUD Section 8 program reflect estimates should the program move forward without significant cuts. A reduction from this amount is anticipated. The exact amount will not be known until Congress has passed, and President Obama has signed, funding appropriations for HUD for the full 2013 fiscal year.

For any projects assisted with HUD formula funds which require matching funds, evidence of eligible matching resources will be required of project sponsors as part of the contracting process. Part of the subsequent monitoring activities will focus on documenting that the required match was, in fact, expended by the project sponsors.

IV. ANNUAL OBJECTIVES

The County plans to use CDBG, HOME, and ESG funds available for 2013 to assist 46 activities. The activities are listed below under the *2010-2014 Consolidated Plan* priority areas. The HUD objective/outcome that each activity will help accomplish is indicated, where applicable.

A. Consolidated Plan Priority -- Affordable Housing

Table 1 - Affordable Housing Annual Objectives

Activity	Funding Source	Consolidated Plan Strategy & Objective	HUD Objective/ Outcome	Goal
City of Everett Community Housing Improvement Program	HOME	H-4 HO-11	Decent Housing/ Availability Accessibility	10 units
Habitat for Humanity CHDO Operating Support Grant	HOME	H-8 HO-27 & HO-30	N/A	1 agency

Activity	Funding Source	Consolidated Plan Strategy & Objective	HUD Objective/ Outcome	Goal
Housing Authority of Snohomish County Glenwood Apartments	HOME	H-1 HO-1	Decent Housing/ Affordability	45 units
HomeSight Puget Sound Homeownership	CDBG HOME	H-5 HO-15	Decent Housing/ Affordability	6 units
Housing Authority of Snohomish County Single Family Rehabilitation Loan Program – Loan Servicing	CDBG	H-4 HO-11	Decent Housing/ Availability Accessibility	72 households
Housing Hope Homeownership Assistance Fund	CDBG	H-5 HO-15	Decent Housing/ Affordability	4 units
Housing Hope Properties CHDO Operating Support Grant	HOME	H-8 HO-27 & HO-30	N/A	1 agency
Housing Hope Properties Monroe Family Village	HOME	H-1 HO-1 & H-2 HO-5	Decent Housing/ Affordability	46 units
Senior Services of Snohomish County CHDO Operating Support Grant	HOME	H-8 HO-27 & HO-30	N/A	1 agency
Senior Services Minor Home Repair Program	CDBG	H-4 HO-13	Decent Housing/ Availability Accessibility	325 units
Snohomish County Human Services Department & ESG Subrecipients HMIS	ESG	H-2 HO-8	Suitable Living Environment/ Availability Accessibility	97-99% unit/bed coverage in HMIS & Data Quality Measures

Additional housing projects funded in previous years are also anticipated to be underway during the program year.

B. Consolidated Plan Priorities – Public Facilities & Infrastructure

Table 2 - Public Facility & Infrastructure Annual Objectives

Activity	Funding Source	Consolidated Plan Strategy & Objective	HUD Objective/ Outcome	Goal
Town of Darrington Water Utility Upgrades	CDBG	CD-2 IO-2	Suitable Living Environment/ Availability Accessibility	1,166 persons
City of Edmonds ADA Upgrades	CDBG	CD-2 IO-2	Suitable Living Environment/ Availability Accessibility	1,525 persons
Edmonds Senior Center Senior Center Refurbishment	CDBG	CD-1 PFO-3	Suitable Living Environment/ Availability Accessibility	1 facility
City of Monroe Elizabeth Street Sidewalk	CDBG	CD-2 IO-1	Suitable Living Environment/ Availability Accessibility	540 persons
City of Mountlake Terrace Evergreen Play Equipment	CDBG	CD-1 PFO-4	Suitable Living Environment/ Availability Accessibility	1 facility
Quilceda Community Services Willow Place Upgrades	CDBG	CD-1 PFO-2	Suitable Living Environment/ Availability Accessibility	1 facility
Snohomish County CDBG Contingency Fund – PF&I	CDBG	CD-1 & CD-2	Suitable Living Environment and Sustainability or Availability Accessibility	To Be Determined

Activity	Funding Source	Consolidated Plan Strategy & Objective	HUD Objective/ Outcome	Goal
Snohomish County Fire District 24 White Horse Station 38	CDBG	CD-1 PFO-4	Suitable Living Environment/ Availability Accessibility	1 facility
City of Sultan Alder Ave Water Sewer Line	CDBG	CD-2 IO-2	Suitable Living Environment/ Availability Accessibility	1,540 persons
Village Community Services Barrier Removal – Elevator Modernization	CDBG	CD-1 PFO-1	Suitable Living Environment/ Availability Accessibility	1 facility
Work Opportunities Interior Rehabilitation	CDBG	CD-1 PFO-2	Suitable Living Environment/ Availability Accessibility	1 facility

Additional public facility and infrastructure projects funded in previous years are also anticipated to be underway during the program year.

C. Consolidated Plan Priority: Public Services -- Youth Service Programs

Table 3 - Youth Service Programs Annual Objectives

Activity	Funding Source	Consolidated Plan Strategy & Objective	HUD Objective/ Outcome	Goal
Cocoon House Teen Shelter & Transitional Housing	CDBG	CD-3 YPO-4 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	375 persons
Cocoon House Teen Shelter & Transitional Housing	ESG	CD-3 YPO-4 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	375 persons

Activity	Funding Source	Consolidated Plan Strategy & Objective	HUD Objective/ Outcome	Goal
Housing Hope Teen & Young Parent Program	CDBG	CD-3 YPO-3 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	58 persons
Open Door Theatre Personal Safety Outreach	CDBG	CD-3 YPO-1	Suitable Living Environment/ Availability Accessibility	1,200 persons

D. Consolidated Plan Priority: Public Services – Senior Service Programs

Table 4 - Senior Service Programs Annual Objectives

Activity	Funding Source	Consolidated Plan Strategy & Objective	HUD Objective/ Outcome	Goal
Catholic Community Services Volunteer Chore Services	CDBG	CD-4 SPO-1 H-3 HO-10	Suitable Living Environment/ Affordability	60 persons
Mercy Housing Northwest Senior Housing Support Services	CDBG	CD-4 SPO-1 H-3 HO-10	Suitable Living Environment/ Affordability	40 persons

E. Consolidated Plan Priority: Public Services

Table 5 - Public Service Programs Annual Objectives

Activity	Funding Source	Consolidated Plan Strategy & Objective	HUD Objective/ Outcome	Goal
Catholic Community Services Pregnant & Parenting Women's Housing Program	CDBG	CD-5 PSO-1 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	42 persons
Catholic Community Services Rapid Re-Housing – Housing Relocation & Stabilization Services	ESG	CD-5 PSO-1	Suitable Living Environment/ Availability Accessibility	56 households
Catholic Community Services Rapid Re-Housing Tenant Based Rental Assistance	ESG	CD-5 PSO-1	Suitable Living Environment/ Availability Accessibility	56 households
Community Health Center of Snohomish County Dental Services	CDBG	CD-5 PSO-6	Suitable Living Environment/ Affordability	520 persons
Domestic Violence Services of Snohomish County Domestic Violence Services	CDBG	CD-5 PSO-2 H-3 HO-10	Suitable Living Environment/ Availability Accessibility	210 persons
Domestic Violence Services of Snohomish County Transitional Housing for Victims of Domestic Violence	ESG	CD-5 PSO-2 H-3 HO-10	Suitable Living Environment/ Availability Accessibility	22 persons
Housing Hope Homeless Services	CDBG	CD-5 PSO-1 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	275 persons

Activity	Funding Source	Consolidated Plan Strategy & Objective	HUD Objective/ Outcome	Goal
Housing Hope Transitions	ESG	CD-5 PSO-1 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	240 Persons
The Interfaith Association of Northwest Washington Interfaith Family Shelter	ESG	CD-5 PSO-1 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	155 persons
Village Community Services Aging Adults with Disabilities	CDBG	CD-5 PSO-3 H-3 HO-10	Suitable Living Environment/ Availability Accessibility	28 persons
Volunteers of America Emergency Housing Assistance	CDBG	CD-5 PSO-1 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	60 persons
Volunteers of America Emergency Housing Assistance	ESG	CD-5 PSO-1 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	30 persons
Volunteers of America Sky Valley Resource Center	CDBG	CD-5 PSO-5	Suitable Living Environment/ Availability Accessibility	317 persons
YWCA Families in Transition	CDBG	CD-5 PSO-1 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	35 persons
YWCA Families in Transition/Homeward Bound	ESG	CD-5 PSO-1 H-2 HO-4 & HO-6	Suitable Living Environment/ Availability Accessibility	100 persons

F. Consolidated Plan Priority: Planning and Administration

A portion of CDBG, HOME, and ESG funds will be used for planning and administration of these grant programs by Snohomish County. These costs are capped under each grant.

Table 6 - Planning & Administration Annual Objectives

Activity	Funding Source	Consolidated Plan Strategy & Objective
Snohomish County CDBG Planning & Administration	CDBG	CD-6 PAO-1
Snohomish County ESG Administration	ESG	CD-6 PAO-1
Snohomish County HOME Planning & Administration	HOME	CD-6 PAO-1

V. ACTIVITY DESCRIPTIONS AND PROJECT SELECTION PROCESS

A. Activity Descriptions.

Descriptions of activities to be undertaken by the Consortium with CDBG, HOME, and ESG funds for the 2013 program year are located in the Appendix. They are presented using the required HUD Table 3C format. Each Table 3C form provides a description of the activity, the activity location or target area, the corresponding *2010-2014 Consolidated Plan* strategy and objective the activity will help meet, the estimated accomplishments (e.g., the number of persons or households that will benefit from the activity, the number of public facilities assisted, or the number of housing units produced), the estimated start and completion date, and the specific HUD objective and outcome to be achieved.

B. Project Selection Process.

The County follows a similar project selection process for CDBG, HOME, and ESG projects, although some projects are on a two-year application cycle. This process is described below in V. B. 1. An anticipated supplemental

allocation of ESG funds for 2013 was allocated through a modified project selection process. The process is described below in V. B. 2. In addition, the project selection process for affordable housing projects located in the City of Everett from a set-aside of HOME funds is described below in V. B. 3.

1. The County notifies the community of available CDBG, HOME, and ESG funding through a Notice of Funding Availability (NOFA). The notice is published in the *Everett Herald* and the County also issues a press release. Electronic and paper copies of the notice are sent to the agencies and individuals on the mailing list maintained by the Snohomish County Human Services Department – Office of Housing and Community Development (OHCD). Electronic copies of the notice are also sent to the Everett/Snohomish County Homeless Policy Task Force distribution list maintained by the Snohomish County Human Services Department – Office of Community and Homeless Services (OCHS) and to the Housing Consortium of Everett and Snohomish County. In addition, the notice is posted on the County’s OHCD/OCHS and Human Services Department websites. The County holds application workshops and staff is also available to provide technical assistance on an individual basis to applicants via phone, e-mail, or in-person meetings during the open application period.

The County receives funding requests in excess of the amount of funding available. Applications submitted are reviewed by County staff for eligibility, consistency with the Consolidated Plan, and where applicable for CDBG public services and ESG projects, for consistency with local homeless plans. The County staff lead for the Continuum of Care also reviews applications for affordable housing projects serving homeless persons for consistency with local homeless plans.

The Technical Advisory Committee (TAC) then meets to review the proposals, to hear applicant presentations, to ask applicants questions regarding their proposals, and to make funding recommendations to the Policy Advisory Board (PAB). Evaluation criteria include elements such as community need and benefit, project soundness, financial feasibility, organizational capacity, and readiness to proceed. Affordable housing capital projects also receive bonus points for an indoor non-smoking policy. The evaluation criteria are included in the applications. The TAC includes representatives from the units of local government in the Consortium as well as citizen representatives.

The PAB reviews the TAC's funding recommendations and makes funding recommendations to the Snohomish County Council. The PAB includes representatives from the Consortium member cities, the County Council, and the County Executive as well as a citizen representative. The PAB's funding recommendations are included in the Draft Action Plan, which is made available for a 30-day public review and comment period. Thereafter, the Snohomish County Council has final approval authority for project awards and adopts these awards as part of the Final Action Plan. Any public comments received are reviewed and are taken into consideration prior to adoption of the Final Action Plan. Milestones in the application process for 2013 funds are listed below.

- 2013 CDBG/HOME Affordable Housing Application Timeline
A joint NOFA for 2013 affordable housing projects and public facility and infrastructure projects was published on September 7, 2012, with applications due on October 12, 2012. An applicant workshop was held on September 21, 2012. The TAC met on January 7, 2013, and January 18, 2013, and the PAB met on March 18, 2013.
- 2013 CDBG/HOME Homeowner Rehabilitation Application Timeline
Applications for these projects are on a two-year application cycle and were included in the NOFA last year for both 2012 and 2013 funding. The NOFA was published on October 23, 2011. An application workshop was held on November 4, 2011. Last year, the TAC and PAB only considered the 2012 funding requests. This year, the TAC and PAB considered the 2013 funding requests. The TAC met on January 7, 2013, and January 18, 2013, and the PAB met on March 18, 2013.
- 2013 CDBG Public Facility and Infrastructure Application Timeline
A joint NOFA for 2013 affordable housing projects and public facility and infrastructure projects was published on September 7, 2012, with applications due on October 12, 2012. An application workshop was held on September 21, 2012. The TAC met on January 8, 2013, and January 18, 2013, and the PAB met on March 18, 2013.

- 2013 CDBG Public Service and ESG Application Timeline
Applications for these projects are on a two-year application cycle and were included in the NOFA last year for both 2012 and 2013 funding. The NOFA was published on October 23, 2011. An application workshop was held on November 7, 2011. The TAC met on February 8, 2012, and made funding recommendations for both 2012 and 2013 funding. Last year, the PAB only considered the 2012 funding requests. This year, the PAB considered the 2013 funding requests when it met on March 18, 2013.
 - Public Review and Comment Period
Proposed funding recommendations by the PAB were included in the 2013 Draft Action Plan. The Draft 2013 Action Plan was made available for a 30-day public review and comment period, from March 29, 2013, through April 29, 2013. Two public hearings on the draft plan were held on April 25, 2013.
 - Adoption of Final 2013 Action Plan
The Final 2013 Action Plan was adopted by the County Council on May 8, 2013. The plan will be submitted to HUD by May 15, 2013 for its review and approval. The 2013 program year will start on July 1, 2013.
2. As indicated above, the County made estimated 2013 ESG funds available in a regular application round which opened in October 2011. Since that time, the County was notified of supplemental 2011 and 2012 ESG funding that would be available due to changes in federal law, which resulted in additional ESG funding. Based on this, the County also anticipated that additional ESG funding would be available for 2013.

Since the NOFA had already been issued, and since the additional funding could only be used for specific activities, the Policy Advisory Board approved a different process for selecting activities for these funds. The process included an RFP for rapid re-housing activities and related HMIS costs to be funded out of the additional 2011, 2012, and 2013 ESG funds. Under this process, the RFP was issued on August 20, 2012, an application workshop was held on August 27, 2012, and applications were due on September 19, 2012. County OCHS staff reviewed the proposals received and submitted them to the PAB for review and funding recommendations, with final approval by the County Council. The 2011

and 2012 rapid re-housing activity selected for this funding was previously approved by the County Council. The PAB considered and recommended funding for the 2013 rapid re-housing activity and related HMIS costs when it met on March 18, 2013.

In addition, as part of this process, the County made HMIS funding available to 2013 ESG applications that were selected for funding through the regular application process based on a showing of need for these funds. The PAB considered and recommended HMIS funding for the 2013 projects falling under this category on March 18, 2013.

The PAB funding recommendations for these ESG activities were included in the Draft 2013 Action Plan, and the project awards were approved as part of the Final 2013 Action Plan.

3. The City of Everett is a member of the Snohomish County HOME Consortium. As described in the Consortium's Consolidated Plan and pursuant to an interlocal agreement, twenty-one percent of the Consortium's HOME funds are set-aside each year for affordable housing projects selected by the City of Everett. Typically, these projects benefit the residents of the City of Everett, with some more recent projects also benefiting residents of the City of Everett's Urban Growth Area. The project selection process for these funds is conducted by the City of Everett which follows its citizen participation plan. The City of Everett also coordinates with the County to ensure that the county-wide citizen participation requirements are met. The County Council has final approval authority for these awards.

The 2013 estimated HOME set-aside amount is \$304,214. The City of Everett has notified the County that the City of Everett Community Housing Improvement Program (CHIP) was recommended for this funding through its project selection process and that it undertook its citizen participation process for this award. The Everett City Council approved the selection of this project on April 24, 2013. The Snohomish County Council approved this project award as part of the 2013 Action Plan. The activity description for this project award is included in the Appendix.

VI. OUTCOME MEASURES

Required project objectives and outcomes are included in the activity descriptions in the Appendix. A summary list of the objectives and outcomes may also be found in Section IV.

VII. GEOGRAPHIC DISTRIBUTION

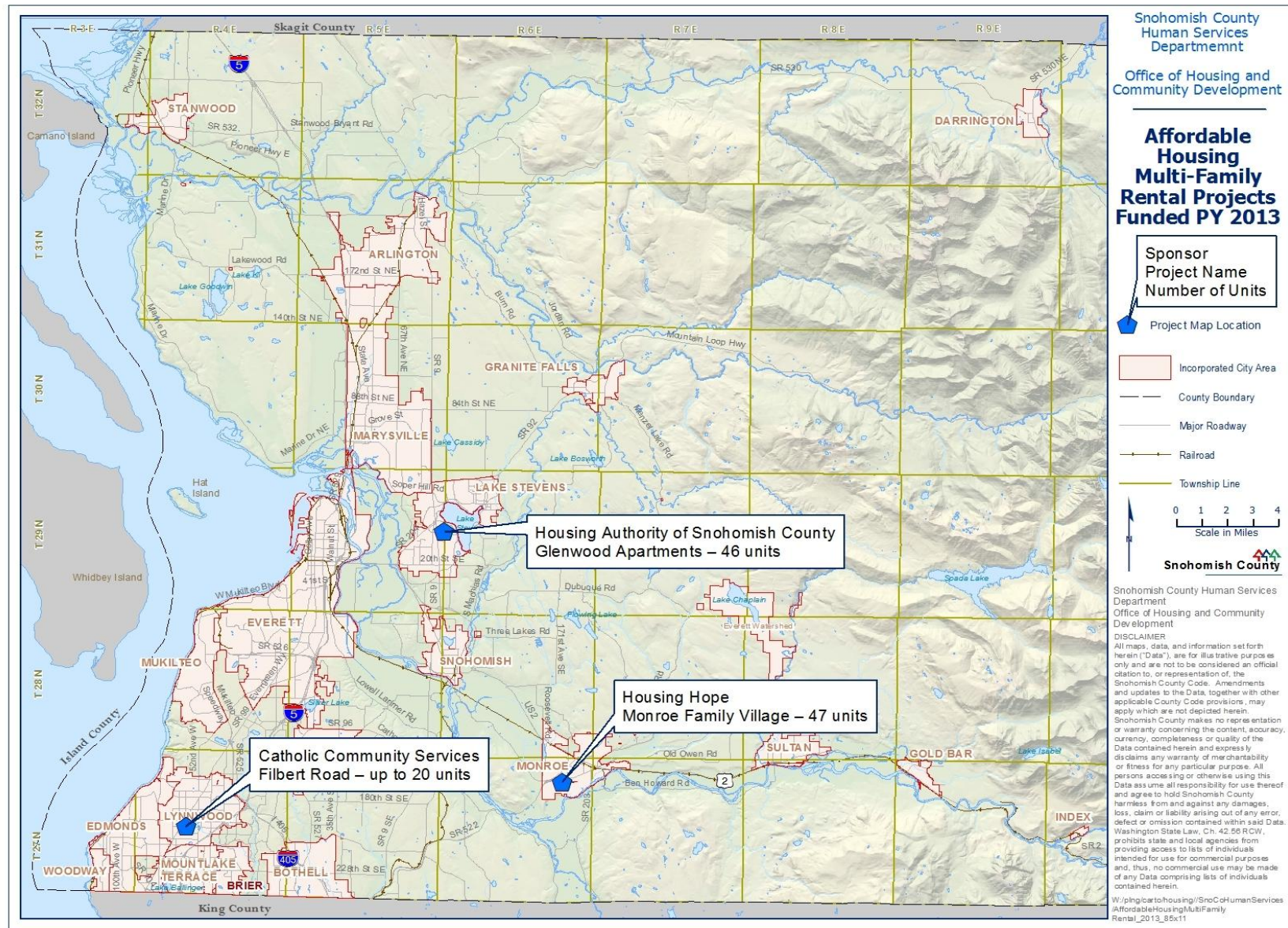
Because the needs addressed by the Consortium are found in all parts of the Consortium area, 2013 project locations are likewise spread throughout the Consortium area. Some projects benefit specific areas of the Consortium, while others provide Consortium-wide benefits. Two public facility projects, all four infrastructure projects, and one public service project are area benefit projects that serve areas of the Consortium that are principally low- and moderate-income.

- 2013 affordable housing capital projects are located in Lake Stevens, Monroe, and the unincorporated area near Lynnwood.
- 2013 homeowner housing rehabilitation programs and first-time homebuyer purchase assistance programs serve households Consortium-wide.
- 2013 public facility projects are located in Arlington, Edmonds, Lynnwood, Marysville, Mountlake Terrace, and the unincorporated Snohomish County area near Darrington.
- 2013 infrastructure projects are located in Darrington, Edmonds, Monroe, and Sultan.
- Most 2013 service projects serve persons from throughout the Consortium, while a few serve specific areas such as North Snohomish County or the Skykomish Valley.

The following two pages include maps which illustrate the location of the 2013 affordable housing multi-family rental, public facility, and infrastructure projects. Locations for all of the 2013 projects may be found in the activity descriptions in the Appendix.

Additional affordable housing, public facility, and infrastructure projects funded in prior years will also be underway during the 2013 program year.

Figure 1 - 2013 Affordable Housing Multi-Family Rental Projects



Snohomish County Human Services Department
Office of Housing and Community Development

Public Facility and Infrastructure Projects Funded FY 2013

Sponsor Project Name

Project Map Location

Legend:
 Incorporated City Area
 County Boundary
 Major Roadway
 Railroad
 Township Line

Scale in Miles: 0 1 2 3 4

Snohomish County

Disclaimer:
 Snohomish County Human Services Department
 Office of Housing and Community Development
 All maps, data, and information set forth herein ("Data"), are for illustrative purposes only and are not to be considered an official citation to, or representation of, the Snohomish County Code. Amendments and updates to the Data, together with other applicable County Code provisions, may apply which are not depicted herein. Snohomish County makes no representation or warranty concerning the content, accuracy, currency, completeness or quality of the Data contained herein and expressly disclaims any warranty of merchantability or fitness for any particular purpose. All persons accessing or otherwise using this Data assume all responsibility for use thereof and agree to hold Snohomish County harmless from and against any damages, loss, claim or liability arising out of any error, defect or omission contained within said Data. Washington State Law, Ch. 42.56 RCW, prohibits state and local agencies from providing access to lists of individuals intended for use for commercial purposes and, thus, no commercial use may be made of any Data comprising lists of individuals contained herein.

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Snohomish County FINAL 2013 Annual Action Plan

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VIII. ONE-YEAR AFFORDABLE HOUSING GOALS

The affordable housing projects and programs allocated CDBG, HOME, and ESG funds for the 2013 program year are consistent with the strategies and objectives under the affordable housing priority need contained in the *2010-2014 Consolidated Plan*. The following is a summary of goals for these activities which include rapid re-housing rental assistance, development of transitional and rental housing units, homeowner home repair/rehabilitation, and homebuyer purchase assistance.

Table 7 CDBG, HOME, and ESG PY 2013 Affordable Housing Goals

Number of Households To Be Supported By Population Type	
Homeless	65
Non-Homeless	57
Non-Homeless Special Needs	370
Total Units	492
Number of Households To Be Supported By Program Type	
Rental Assistance	56
Production of New Units	46
Acquisition of Existing Units	55
Rehabilitation of Existing Units	335
Total Units	492

In addition, 2013 AHTF funds have been awarded to a project that will develop up to 20 new units of transitional housing for homeless veterans. 2013 AHTF funds have also been awarded for several projects that will provide operating and maintenance costs for emergency shelter and rental units for low-income and homeless persons.

Additional affordable housing goals are anticipated to be accomplished through housing projects that were funded in previous years and will be underway during the 2013 program year.

IX. PUBLIC HOUSING

A. Introduction

The Housing Authority of Snohomish County (HASCO) was established in 1971 to provide affordable housing, enhance quality of life, and build safer and stronger communities.

HASCO administers a rental assistance program for very low-income and low-income households through the HUD Section 8 Housing Choice Voucher program. The program assists approximately 3,200 households annually. HUD has designated 565 of these vouchers to provide housing assistance to specific special needs populations. These special needs populations include non-elderly persons with disabilities, veterans, families involved in the child welfare system who lack adequate housing, and youth aging out of foster-care who lack adequate housing.

In addition to these vouchers, HASCO currently operates and maintains 210 public housing rental units, 186 USDA Rural Development units, and 1,730 other affordable rental units throughout Snohomish County.

B. Actions Planned During the Next Year to Address the Needs of Public Housing (Assisted Housing) Residents

Actions HASCO plans to take in the upcoming program year to address the needs of public housing (assisted housing) in our community are listed below.

- Continue to administer the HUD Section 8 Housing Choice Voucher program for low-income and very low-income households. Manage flat and decreasing resources to serve the existing families on this program.
- Continue to lease up the 2012 award of 75 Veterans Administration Supportive Housing (VASH) Section 8 vouchers. The vouchers will be leased up as the Veterans Administration assigns new case managers to work with the veterans and to refer the veterans to HASCO.
- Continue to work with DSHS to ensure smooth operation and quick use of any turnover vouchers for 100 vouchers recently implemented under the Family Unification Program (FUP) and the Non-Elderly Disabled (NED-2) voucher programs.

- Continue to support existing commitments to the Sound Families program for homeless families and other service-enriched housing programs with project-based housing vouchers. Review recent evaluation by consultant of HASCO's project-based voucher program and incorporate the evaluation into a larger analysis of HASCO's commitments to vouchers for the Sound Families Program and special programs.
- Continue to phase out vouchers through attrition for special program set-aside vouchers not renewed by HASCO in 2010.
- Continue to operate and maintain affordable rental units for low-income and very low-income households.
- Maintain the structural integrity and appearance of HASCO properties. In 2013, HASCO plans to replace the furnace in one of the scattered site duplexes and complete community room renovations at the Alderwood and Pinewood public housing properties.
- Continue to seek disposition of its 210 Public Housing Units and replacement of the units with Section 8 housing vouchers.
- Seek to acquire existing multi-family rental apartment buildings, including buildings with building-based Section 8 HAP contracts and USDA rental assistance. Continue efforts to acquire multi-family rental housing property in Lake Stevens serving low-income elderly and disabled persons in order to preserve these affordable housing units.
- Maintain or decrease the currently low level of criminal activity at Public Housing developments through the continued use of the roving property manager and relationships with local law enforcement agencies.
- Implement a smoke-free policy at its USDA-assisted sites in 2013. The policy would grandfather residents at these sites, but prohibit smoking for anyone who moves in after the policy goes into effect at the particular property. In response to resident concerns, revise its smoke-free policy at one of its sites in 2013 to cease grandfathering current smokers.

- Continue to make ten program referrals per month and provide at least eight supportive services programs per year for both Public Housing and Section 8 clients.
- Enroll new clients in the Individual Development Account (IDA) program when funds are available.
- Continue to make the Housing Social Services Program available to senior and disabled residents of assisted housing through the use of both an on-site coordinator at some sites and a roving coordinator at smaller properties.
- Consider applying to HUD for the Moving to Work designation, should HUD make any slots available.
- Continue a second year of literacy events with Page Ahead grant funding. Continue to seek additional funding to launch a new education and training initiative for targeted children at HASCO-owned properties.
- Continue to support local housing policy efforts and initiatives and assist in their analysis and interpretation.
- Seek to preserve existing manufactured housing communities when approached by the owner, tenants, or local government.
- Work with financial institutions to bring in private financing as a funding source for affordable housing. This includes obtaining financing to help fund the acquisition and rehabilitation of affordable housing units. This also includes working with financial institutions to provide conventional mortgage financing to low-income homebuyers in HASCO's manufactured housing communities.
- Ensure equal opportunity in housing by continuing to comply with the Violence Against Women Act, continuing the Limited English Proficiency Program (LEP), continuing to use a formal process to review reasonable accommodations requests, and ensuring that all HASCO employees have the knowledge, skills, and resources they need to be effective in their work.

C. Actions Planned to Encourage Public Housing Residents to Become More Involved in Management and Participate in Homeownership

HASCO plans to take the following actions in the upcoming program year to encourage residents to become more involved in management and homeownership.

- HASCO will continue to have a resident commissioner on its six-member Board of Commissioners. The resident commissioner is important to represent the interests of residents on the Board.
- HASCO will continue to have a Resident Advisory Board to assist in the development of the annual Public Housing Agency (PHA) plan.
- HASCO will continue to print and distribute a newsletter for public housing residents as well as a holiday newsletter for Section 8 program participants and public housing residents. The newsletters are designed to inform residents of activities at HASCO and to provide information on ways residents can become involved in housing authority activities, such as the resident commissioner position or serving on the Resident Advisory Board.
- Continue to provide homeownership opportunities through its Section 8 homeownership program in partnership with HomeSight. The program allows families to receive a second mortgage that is paid with their Section 8 housing voucher after completing a homeownership education and counseling program with HomeSight.
- Continue to provide homeownership opportunities at three manufactured housing communities in Snohomish County. Continue to partner with Boeing Employees Credit Union (BECU) to provide financing and with HomeSight to provide purchase assistance and homeownership education and counseling.
- In partnership with HomeSight, continue to implement the Manufactured Home Replacement Program (MHRP) at two manufactured housing communities. The program replaces outdated pre-HUD code homes with HUD-code, energy efficient manufactured homes.

- Homeownership opportunities will continue to be provided through the Individual Development Account (IDA) program through United Way.
- HASCO's Resident Resources Manager will also continue to make referrals to classes on homeownership offered by HomeSight, Housing Hope, or other agencies.

D. Assistance to Be Provided If Public Housing Agency Designated as Troubled

Not Applicable. HASCO has been designated by HUD as a high performer for public housing and Section 8, and most recently received a perfect score in the Section Eight Management Assessment Program (SEMAP).

X. HOMELESS NEEDS

Snohomish County, in partnership with the local Homeless Policy Task Force, has led the planning and development of the Everett/Snohomish County Continuum of Care to address homelessness in our community for over 20 years. In the upcoming year, the County will continue to coordinate with the Homeless Policy Task Force to provide joint leadership to implement the local ten-year plan to end homelessness, *Everyone At Home NOW*.

A. Investment of Available Resources and One-Year Goals

In the upcoming program year, Snohomish County will continue to administer federal, state, and local homeless assistance funding that is available to help reduce and end homelessness in our community. These resources include:

- HUD Continuum of Care Program (formerly Supportive Housing Program (SHP) and Shelter Plus Care Program (S+C))
- Snohomish County Ending Homelessness Program (EHP)
- Washington State Consolidated Homeless Grant Program (CHG)
- Washington State Housing and Essential Needs Program (HEN)
- HUD Emergency Solutions Grant (ESG)
- HUD Community Development Block Grant (CDBG) – funding for homeless public service programs
- HHS Community Services Block Grant – funding for homeless service programs

- Affordable Housing Trust Fund (AHTF) Operating and Maintenance – funding for operation of emergency shelters, transitional housing, and permanent supportive housing projects
- HUD Home Investment Partnerships (HOME) and AHTF Capital Projects – funding for development of rental units serving homeless persons

The one-year goals listed below to help reduce and end homelessness in our community are in addition to, and consistent with, Section II. C. of the *2010-2014 Consolidated Plan*. Section II. C. identifies local homeless needs and discussed the planning efforts, initiatives, and strategies of the local Continuum of Care to prevent, reduce, and end homelessness in our community.

- Continue operation and management of the Homeless Management Information System (HMIS). Revise the Homeless Management Information System (HMIS) administrative plan to improve data quality, evaluation and reporting. The County is waiting for new HMIS Data Standards to be published and will begin implementation once this occurs, which may happen in 2013.
- Evaluate the current Continuum of Care status on HEARTH Act performance measures to establish baseline measures for improved planning. The CoC Interim Rule was published and the County and the CoC will continue implementing the changes in 2013.
- Continue the Investing in Families Pilot Project. The purpose of the project is to test ways to improve the coordination of, and access to, housing and services (including mainstream housing and services) for households experiencing homelessness or at risk of homelessness. The project is intended to provide lessons learned and an evaluation of system change. Begin expanding systems changes into the broader CoC.
- Implement additional efforts aimed at discharge planning to prevent persons who are exiting foster care and institutions such as hospitals, jails, and mental health and substance abuse treatment facilities, from being discharged to homelessness.

- Develop an initial coordinated assessment that will be revised to meet HUD's new Continuum of Care requirements.
- Continue successful efforts that move persons to permanent housing and stabilize persons in permanent housing.
- Implement a new rapid re-housing program with state funds for families receiving Temporary Assistance for Needy Families (TANF) benefits from the WA State Department of Social and Health Services.
- Continue to manage the preparation and submittal of the annual application for competitive funds for homeless housing and supportive services available under the Continuum of Care Grant Program (formerly the Supportive Housing Program and Shelter Plus Care grant programs). The County was designated as the Collaborative Applicant per the CoC Interim Rule and will complete the Fiscal Year 2013 CoC Collaborative Application and process.
- Continue to coordinate the annual Point-in-Time count of individuals and families who are experiencing homelessness in Snohomish County and the preparation of an annual report of the count.

B. Specific Action Steps for Reducing and Ending Homelessness

1. Outreach to Homeless Persons and Assessment of Needs

Outreach is primarily done through the Projects for Assistance in Transition from Homelessness (PATH) program, through youth outreach activities by Cocoon House, and through contact with staff from agencies that work with homeless persons. East Snohomish County has specific providers that reach out to homeless persons, especially chronically homeless persons.

The annual one-day Project Homeless Connect (PHC) event provides another avenue for outreach and connection to services and housing. The event serves over 1,000 persons. A number of people who attend this event are literally homeless, come from various areas around the county, and are not connected or adequately connected to the homeless services or mainstream services.

The County provides an e-mail distribution list for the Continuum of Care, which allows information to be shared broadly to providers or others in contact with persons experiencing homelessness. To the extent possible, outreach workers and agency staff attempt to engage persons in services and to assist them with access to housing.

Assessment of needs is done through outreach workers, as they have contact with homeless persons. Housing provider staff may provide a brief assessment to determine if persons are eligible for their housing. If persons are determined to be eligible and are going to enter the housing, then additional assessment is done to identify strengths and needs to build a service and housing stability plan with the individual or family.

2. Emergency Shelter and Transitional Housing Needs

Requests for people seeking assistance exceed the emergency shelter and transitional housing available in our community. The County is working with the Continuum of Care Coordinating Committee and providers to develop efficiencies and identify effective methods for addressing these needs. In addition, the County is continuing the partnership work being done under the Investing in Families Initiative to effect systems change in the provision of housing and services and to better target assistance.

Some of the actions taking place include:

- Target resources to maximize rental assistance/housing options.
- Engage landlords in finding solutions and bringing more market-rate landlords on-board to provide housing options. Explore the possibility of implementing a landlord locator system for the Continuum of Care.
- Implement rapid re-housing programs which will target moving people out of emergency shelters to permanent housing who are not in need of transitional housing or permanent supportive housing. Divert people from emergency shelters by targeting rapid re-housing and prevention assistance to those who are homeless or are at imminent risk of homelessness.

- The Continuum of Care will implement a new initiative to target outreach and engagement towards persons living in encampments (under bridges, in woods, in bushes, etc.). These persons are often chronically homeless, high utilizers of public response systems (first responders, emergency departments, etc.) and difficult to reach and engage in housing services.

3. Transition to Permanent Housing and Independent Living

Action steps that help homeless persons make the transition to permanent housing and independent living include:

- Utilize a Housing First model to quickly house chronically homeless persons.
- Implement new permanent supportive housing units that recently received funding.
- Utilize the CoC Program (formerly Shelter Plus Care Program), when possible, to move persons quickly into housing with services.
- Continue local advisory group meetings over next several months to continue implementation of the new state-wide housing locator system. The County's Office of Community and Homeless Services (OCHS) will be involved in watching how the system is working in Snohomish County and will work with partners, as needed, to make it as effective as possible for our community.
- Evaluate Homeless Management Information Systems (HMIS) data to identify those most likely to become homeless again in order to focus prevention efforts or modify rapid re-housing models to provide additional assistance targeted to these persons. Implementation of any changes may take one to two years or more, as contracts and funding constrains what changes may be made and when the changes may occur.

4. Homeless Prevention

The County and Continuum of Care planning activities have resulted in the following homeless prevention action steps, especially for extremely low-income persons:

- Utilize Washington State Consolidated Homeless Grant (CHG) funds or Snohomish County Ending Homelessness Program (EHP) funds to implement a targeted homeless prevention program that targets extremely low-income individuals and households. Provide short-term rent subsidies and housing stability services through the program, modeled from lessons learned through the Homeless Prevention and Rapid Re-Housing Program (HPRP).
- Utilize Washington State Consolidated Homeless Grant (CHG) funds or Snohomish County Ending Homelessness Program (EHP) funds to assist persons discharging from institutional care who would be homeless without the assistance. Continue efforts to coordinate mainstream resources, such as mental health, housing, and services, to prevent persons from discharging to homelessness.

XI. NON-HOMELESS SPECIAL NEEDS

This narrative describes planned actions to be undertaken with 2013 CDBG and HOME funds to help address the housing and supportive services needs of persons who are not homeless, but have other special needs. These activities include:

- Catholic Community Services – Volunteer Chore Services

The project will provide chore level services by volunteers to low-income elderly and disabled adults in their own homes to help maintain their independence and safety.

- Edmonds Senior Center Refurbishment

The project will help rehabilitate the Edmonds Senior Center building.

- Housing Authority of Snohomish County – Glenwood Apartments

The project will acquire a 46-unit apartment complex in Lake Stevens in order to preserve affordable housing for low-income elderly persons and persons with disabilities.

- Mercy Housing Northwest – Senior Housing Support Services

The project will provide on-site service coordination and group programming for elderly persons and disabled adults residing in the agency's senior housing properties in Snohomish County to enable continued independent living and to enhance quality of life.

- Quilceda Community Services – Willow Place Upgrades

The project will help rehabilitate the Willow Place facility which provides specialized recreation services for severely disabled adults and children who are primarily low- and moderate-income.

- Senior Services of Snohomish County – Minor Home Repair Program

The program will provide health and safety repairs to homes owned and occupied by low-income elderly persons and persons with disabilities.

- Village Community Services – Aging Adults with Disabilities

The project will provide enhancement of residential support services for aging adults with disabilities to help preserve their health, safety, and personal well-being.

- Village Community Services – Barrier Removal – Elevator Modernization

The project will complete needed elevator modernization to ensure that adults with severe disabilities have access to vocational services located on the second floor of the building.

- Work Opportunities – Interior Rehabilitation

The project will rehabilitate a large ground floor area of a vocational training facility which serves persons with severe disabilities who are

primarily low- and moderate-income. The rehabilitation will create new, accessible office space and a meeting area for community employment specialists working with these individuals.

XII. REDUCING BARRIERS TO AFFORDABLE HOUSING

This narrative section describes planned actions to reduce public policy barriers to affordable housing in the Consortium. Barriers may exist when the cost of housing or the incentives to develop, maintain, or improve affordable housing are negatively affected by public policies of the jurisdiction. Public policies include tax policies affecting land and other policies, land use controls, zoning ordinances, building codes, fees and charges, and policies that affect return on residential investment.

A. Funding in Support of Affordable Housing

For 2013, the County and Consortium members are continuing their commitment to overcoming cost barriers to developing and maintaining affordable housing for low- and moderate-income persons in our community through the administration and allocation of available federal, state, and local resources for this purpose. This includes housing for homeless persons, rental housing, homeowner home repair and rehabilitation, and homeownership assistance for first-time homebuyers.

While the County and Consortium members are continuing this commitment, there have been significant cuts to the CDBG and HOME program in recent years, reductions in revenue for the local AHTF program due to the housing market, and requests by applicants for deeper local subsidies needed to enable affordable housing projects to move forward. The County anticipates that these factors will continue to result in the overall production of fewer units annually.

In recent years, the County has passed a sales tax which, in part, provides additional funding resources for affordable housing for persons with mental health and substance abuse challenges. Annual funding from this program supports both rental assistance and development of affordable housing units and is anticipated to continue in the upcoming program year. In the past two years, the County has also implemented a new program with state funds to provide rental assistance and essential needs for persons with disabilities.

The County will continue this program in the upcoming year, if state funding for the program is continued. In addition, local advocacy by the Housing Consortium of Everett and Snohomish County contributed to a recent policy change in the tax credit program administered by the Washington State Housing Finance Commission. It is anticipated that this change will provide a more equitable opportunity for local projects to secure tax credits as a financing tool for affordable housing development.

B. Contingent Loan Guarantee Policy

The County continues to have a policy in place whereby it can provide up to \$40 million in contingent loan guarantees to non-profit organizations and public housing authorities to support affordable housing projects. This credit enhancement can assist agencies to secure loans for these types of projects and to reduce interest rates.

C. Property Tax Exemptions

The Snohomish County Assessor's Office administers a number of programs that help reduce property taxes for property owners with limited income. This includes a property tax exemption program for senior citizens and disabled persons with limited incomes and tax deferment programs for senior citizens, disabled persons, and other homeowners with limited income. Property tax exemptions are also available through the Washington State Department of Revenue for some types of affordable housing projects.

D. Comprehensive Plans and Countywide Planning Policies

The County and local jurisdictions have included affordable housing in their planning processes. Countywide planning policies (CPPs) provide a framework for regional consistency. All comprehensive plans of the County and its cities must be consistent with the CPPs. The County develops the CPPs in coordination with the cities.

Both the Washington State Growth Management Act (GMA) and the CPPs require jurisdictions to plan for a broad range of housing types and residential densities and to make adequate provisions for existing and projected housing needs of all economic segments of the population.

The County Council adopted amendments to the housing chapter of the CPP's on June 4, 2011, via Amended Ordinance No. 11-015. In part, the revised CPPs:

- Clarify what jurisdictions must include in their comprehensive plans to ensure adequate provisions for existing and projected housing needs,
- Promote inter-jurisdictional cooperation by encouraging the County and cities to participate in a multi-jurisdictional affordable housing program, or other cooperative effort to promote an adequate and diversified supply of housing,
- Provide that the housing characteristics and needs analysis and monitoring information be combined into a single report that is easy to understand and use for planning and evaluation,
- Replace the former Fair Share Housing Allocation with a broader set of parameters for the distribution of affordable housing among jurisdictions, in accordance with GMA, and
- Modify existing policy to emphasize the interaction between land use and transportation and to support new housing near existing employment as well as new employment near existing housing.

The County Council subsequently adopted Amended Ordinance 11-051 on September 28, 2011, that updates the *General Policy Plan* (GPP) including several housing policies to ensure consistency with the CPPs and to provide a consistent policy basis for future programs and development regulations. Many cities in the county are in the process of amending, or have completed similar amendments to, their own comprehensive plans in response to the 2011 CPP amendments.

Snohomish County Tomorrow (SCT) provides a forum for city/county collaboration on common growth management issues. A steering committee of the SCT may authorize studies and recommend policies that apply to the cities and the unincorporated areas of the county. Through SCT, the cities and the County are currently working on an updated housing characteristics and needs report. Consistent with the revised CPP HO-5, the report will describe measures the jurisdictions have taken, individually or collectively, to implement or support CPPs on housing, especially measures taken to support

housing affordability. The report will include information on the existing supply of housing units and the availability and distribution of affordable housing and rental assistance vouchers. In addition to projecting the total number of housing units needed to accommodate the 2035 population targets for each jurisdiction, the report will also estimate the percentage of affordable housing units necessary to meet the needs of the projected population, by income ranges, and special needs populations. The goal is to have the SCT Steering Committee approve the report in 2013 after the release of population forecast and buildable lands analysis to inform policy choice in preparation for city and County comprehensive plan updates in 2015.

E. County Development Regulations and Processes

Continuing refinement of the Unified Development Code is an ongoing effort for the County's Department of Planning and Development Services. This effort includes revisions intended to improve the UDC's clarity, consistency, simplicity, and flexibility, in part to reduce the costs of compliance for developers and builders and to implement the GPP policies.

F. Intergovernmental Affordable Housing Program

In 2013, Snohomish County and many of the municipalities throughout the County are anticipated to execute an Interlocal Agreement to establish a semi-autonomous entity that would provide education, technical support, and advocacy towards addressing the need for affordable housing throughout the County. The entity would be supported via contributions from the participating jurisdictions. The Housing Authority of Snohomish County (HASCO) would provide administrative support. The entity is expected to be operational by July 2013.

G. The Housing Consortium of Everett and Snohomish County (HCEC)

The HCEC meets regularly and consists of over 40 members including affordable housing providers, service providers, banks, realtors, builder associations, local government, organizations that provide funding for affordable housing development, and other interested persons. It is anticipated that during the upcoming year, the HCEC will continue its activities to meet both short-term and long-term goals to address housing stability needs in the community.

H. The Continuum of Care/Homeless Policy Task Force

The Continuum of Care/Homeless Policy Task Force (HPTF) is a county-wide, community planning group which meets regularly and engages in various planning and implementation activities to ensure integration of housing and supportive services to benefit homeless and special needs populations. The overall goal of the HPTF is to prevent, reduce, and end homelessness in Snohomish County. The HPTF also engages in public education and advocacy, maintains working relationships with other state and local coalitions, and provides recommendations and endorsement for various homeless assistance programs. The HPTF meets regularly and will continue activities in the upcoming program year.

I. Puget Sound Regional Council

The County is a member of the Puget Sound Regional Council (PSRC). The PSRC is a four-county council that engages in planning for regional transportation, growth management, and economic development. The PSRC was awarded a \$5 million, three-year Sustainable Communities Regional Planning Grant from HUD two years ago. The planning grant provides support for a new program -- Growing Transit Communities: A Corridor Action Strategy for Puget Sound. The program supports neighborhood planning for more sustainable communities around existing and projected future transit stations that are expected in the region in the next 20 years. The purpose of the program is to make jobs and opportunity accessible to where people live through transit-oriented development, while sustaining a healthy environment and healthy economy. The new program includes:

- development of corridor action strategies and tools to support equitable, sustainable communities in the region's high capacity light rail corridors;
- a new approach to participation to involve more residents and community groups in local planning and decision making;
- an affordable housing action strategy that will test, recommend, and implement local policies and financial tools to encourage and facilitate a wide variety of housing choices along light rail corridors; and

- development of innovative tools and demonstration projects to assist local communities in planning, decision-making, and building local support for sustainable development.

The PSRC began planning this program in 2011 and is continuing work in the 2012 program year. Recommendations for affordable housing and fair housing and equity strategies are anticipated to be made in the upcoming 2013 program year.

XIII. OTHER ACTIONS

In addition to activities already discussed and to activities listed in the Appendix, Snohomish County will undertake the following actions during the 2013 program year in support of the Consortium's housing and non-housing community development needs.

A. Affordable Housing Trust Fund

Snohomish County will continue to administer the local Affordable Housing Trust Fund (AHTF) program. The fund is capitalized by a recording fee on real estate transactions in the County and generates approximately \$700,000 annually. The funds are used for affordable housing capital projects and for operating and maintenance costs for emergency shelters and low-income rental units.

B. Neighborhood Stabilization Program

Snohomish County will continue to manage remaining funds under the Neighborhood Stabilization Program which were awarded, and are administered, by the State of Washington Department of Commerce. The funds provided assistance for local affordable housing projects, including the purchase and rehabilitation/re-development of abandoned and foreclosed properties.

C. Sales Tax Programs

Snohomish County will continue to administer programs funded through a local sales tax to meet critical needs for persons with mental health and chemical dependency disorders. The tax, in part, provides housing vouchers and funds to facilitate the development of affordable housing for these

populations.

D. CDBG Float Loan Program

Snohomish County will continue to administer its CDBG float loan program. Snohomish County will continue to explore utilizing this program for economic development activities.

E. CDBG Section 108 Loan Program and Economic Development

Snohomish County will continue to explore the feasibility of implementing a CDBG Section 108 loan guarantee program which would primarily be targeted towards enhancing economic opportunities for low-income wage earners. Snohomish County will also seek additional input from the Economic Alliance of Snohomish County on economic development needs and strategies.

F. M/WBE

Snohomish County will continue its policy of ensuring that business enterprises owned by minorities and by women (M/WBEs) are given an equal opportunity to compete for projects funded in part with County HUD funds. Because the list of qualified M/WBEs changes on a daily basis, and because the County does not have the resources to maintain its own current list, HSD/OHCD staff refer sub-grantees to the Internet web site maintained by the State of Washington. The County's policy on M/WBE opportunity is also included in the standard language of each contract executed for projects. Finally, M/WBE requirements are discussed at pre-bid and pre-construction meetings with sub-grantees and their contractors.

G. Fair Housing

Snohomish County will continue implementation of a new fair housing action plan that was developed as part of an updated Analysis of Impediments to Fair Housing Choice for the Consortium that was completed during the 2012 program year.

H. Citizen Participation Process and Interagency Consultation

Snohomish County will continue to use its citizen participation process to solicit public comment on local priorities and objectives for housing and

community development federal grant funds and to receive feedback on its progress made towards meeting the local strategies and objectives for use of these funds.

Snohomish County will maintain its formal and informal relationships with public and private agencies, local governments, planning groups, Continuum of Care, consortia, interest groups, and other stakeholders to provide as many avenues of input as possible.

I. Program Monitoring

Monitoring of activities assisted in whole or in part with CDBG, HOME, and ESG funds administered by Snohomish County and the City of Everett pursuant to this Plan will be carried out by staff of the County Human Services Department and the City of Everett Department of Community Development, respectively. Monitoring is conducted in accordance with the specific compliance requirements prescribed by regulation for each of these programs. All program compliance requirements and reports required of subrecipients and project sponsors will be specified in the County's and City's funding award contracts. Monitoring procedures and practices will assure that reports are submitted, reviewed, and assessed, and that any noncompliance reflected in reports is investigated and resolved. County and City staff will also conduct a risk assessment of all agencies being funded to assist in determining which projects must be monitored at more frequent intervals. On-site monitoring will be done to examine subrecipients' and project sponsors' operations and records, as required by HUD regulations, to validate reports and verify compliance. This includes County monitoring of the City of Everett, which is considered a subrecipient under the HOME regulations. These monitoring operations will be conducted in accord with written operating procedures and schedules. The substantive results of funded activities will be monitored in relation to the *Consolidated Plan* objectives.

Activities incorporated in the Action Plan, which are assisted with other funds administered by another County or City department, by one of the housing authorities, or by another independent public agency, will be monitored for regulatory compliance in accordance with their funding source regulatory terms by the administering department or agency. County and City planning and community development staff will obtain annual reports of the substantive results of these activities from the administering agencies to monitor for progress against the Plan objectives.

HOME eligible projects are reviewed and inspected (if applicable) for consistency with the *2010-2014 Consolidated Plan*, program targeting/income verification of clients, HOME investment per unit, property standards, and administrative requirements. An exhaustive list of these items is reviewed and verified within each application. Ongoing monitoring includes these items in a detailed check list format and report completed by staff as part of a schedule of monitoring activities the County Human Services Department conducts annually.

Projects are monitored for timeliness of expenditures as part of the program compliance monitoring referenced above. In addition, on-site monitoring of housing projects includes reviewing activities for compliance with housing codes using a simplified version of the Uniform Physical Conditions Standards form.

To the extent feasible, the County will coordinate monitoring of jointly-funded projects with the Washington State Department of Commerce (DOC) and the Washington State Housing Finance Commission (WSHFC).

J. Lead-Based Paint

Snohomish County OHCD staff is assigned to address and monitor issues regarding lead-based paint where applicable in the various housing and community development federal formula grant programs. Assigned staff are responsible for coordinating the County's compliance with all applicable lead-based paint requirements.

Individual projects are reviewed for lead-based paint hazards. When lead-based paint is found to be a hazard, project sponsors are required to comply with applicable lead-based paint regulations regarding reduction of the hazard. OHCD staff monitors these projects to ensure compliance with regulations, such as notification, work performed by certified workers following acceptable procedures, and clearance by certified inspector in accordance with standards delineated in HUD regulations.

K. Fostering and Maintaining Affordable Housing

This narrative describes planned efforts for the upcoming year to preserve existing affordable housing units. This includes efforts to maintain the

existing affordable housing stock in decent and safe condition and to prevent the loss of affordable housing units.

2013 CDBG or HOME funds haven been awarded to the activities listed below to help preserve or maintain existing affordable housing units:

- The HASCO Glenwood Apartments project will acquire an existing apartment complex in Lake Stevens in order to preserve 45 units of affordable rental housing for seniors and persons with disabilities. If HASCO does not acquire this property, it is at risk of being sold on the open market, which could result in the loss of these units from the local affordable housing inventory.
- The Senior Services Minor Home Repair Program will provide funds for a minor home repair for low-income seniors and persons with disabilities. The City of Everett Community Housing Improvement Program will provide funds for home rehabilitation for low- and moderate-income households. These programs assist homeowners to remain in their homes and also help to maintain the current housing stock.

In addition, 2013 AHTF funds have been awarded to seven emergency shelter projects and five rental housing projects serving extremely low-income persons to assist with building operating and maintenance costs.

L. Reducing the Number of Persons Living Below the Poverty Level

This narrative describes planned efforts for the upcoming program year to help reduce the number of poverty-level families.

Poverty results from multiple factors, many of which are beyond a local government's direct influence. Snohomish County will continue efforts in the upcoming program year in relevant areas where it can have an influence on reducing the number of persons below the poverty level. Briefly summarized, Snohomish County's strategies with respect to these areas are as follows:

1. Snohomish County Human Services Department

Snohomish County, through its Human Services Department, administers several programs aimed at reducing the number of persons living below

the poverty level. While continued federal, state, and local budget cuts in recent years have reduced funding for some of these programs, Snohomish County continues to provide services, to the extent feasible, with the funding available.

The Snohomish County Human Services Department is the designated Community Action Agency (CAA) for Snohomish County. As such, it supports various programs that help to mitigate the effects of poverty and to help individuals and families to improve their economic situation and works toward self-sufficiency. The following is a list of these programs:

- Project Self-Sufficiency assists low-income families to increase their income through education and employment.
- The Community Services Block Grant (CSBG) provides federal grants funds for services to assist very low-income persons to achieve stability and move toward self-sufficiency.
- The Early Childhood Education and Assistance Program (ECEAP) supports low-income preschool children in Snohomish County to succeed in the public education system by addressing the educational, health, and social needs of the children, while placing special emphasis on participation and support to the family.
- North Snohomish County Early Head Start (NSC-EHS) helps families with children from birth to three years old and pregnant women who have limited incomes. The program partners with families to promote the growth and development of infants and toddlers.
- Veterans Assistance conducts outreach, provides emergency financial assistance to veterans, helps veterans apply for VA benefits, and arranges for alcohol/drug assessment and treatment at the VA Medical Center.
- Energy Assistance gives grants to low-income households to help them pay their heating bills and also repairs heating systems.
- Weatherization performs home weatherization improvements, completes safety checks for home ventilation and heating systems,

and provides energy conservation education to low-income homeowners and renters.

The Snohomish County Human Services Department also administers funding under the CDBG, HOME, and ESG programs, as well as under other federal, state, and local homeless and housing programs. These programs help address poverty in our community. Many of the service projects funded under these grants provide case management, employment and training support, rapid re-housing, and other supportive services. These services assist low-income and homeless persons to obtain the necessary skills, income, and other resources paramount to moving toward self-sufficiency. Housing projects funded under these grants help maintain and increase the availability and affordability of decent and safe housing in our community. These projects help provide a stable housing environment for low-income households. Many of the affordable housing projects funded incorporate supportive services to promote the self-sufficiency of the residents.

The Community Services Advisory Council (CSAC) is the County's Community Action Council. It is comprised of at least 12 members, but no more than 24, with representation from each Council district. The CSAC is required to have a tripartite makeup of public elected officials, low-income representatives, and the community/private sector, with at least one-third of the members being low-income representatives. The CSAC advises the County on matters related to local poverty, reviews grant proposals and makes funding recommendations for CSBG funds, works with the County to address specific poverty-related issues within the community, and participates in education and advocacy on behalf of low-income residents.

2. Workforce Development Council of Snohomish County.

Snohomish County participates on the Workforce Development Council of Snohomish County (WDC). The WDC manages federal funds received under the Workforce Development Act for various employment and training programs. These programs assist employees to make career transitions and to help create a sustainable workforce for employers. The WDC's strategic plan includes the following goals:

- a workforce development system that is globally competitive;

- meeting industry needs by filling jobs with qualified candidates;
- assisting job candidates to obtain and retain employment; and
- assisting businesses and job candidates to continuously enhance their productivity and prosperity.

The WDC operates two Work Source Centers in Everett and Lynnwood and a Youth Center in Everett. The WDC is in the process of developing partnerships with community organizations to establish affiliate centers at additional locations in the county in order to increase access to its services. In addition, the WDC and Snohomish County, in partnership with the Bill and Melinda Gates Foundation, are providing coordinated leadership and management of an initiative project that will test ways to transform systems that provide housing and supportive services to people who are homeless or at risk of homelessness. The overall goal is to find ways to make these systems more efficient and effective at moving low-income people towards self-sufficiency.

3. Financial Asset Development Coalition

Snohomish County, in partnership with other organizations, has implemented a financial asset-development project through the Snohomish County Financial Asset Development Coalition (Coalition). The County's partners include the United Way of Snohomish County, the Workforce Development Council, Lutheran Community Services Northwest, Volunteers of America Western Washington, the YWCA, and many other community partners. The Coalition's goal is to create self-sufficiency in our community through capacity building, financial education, public policy, and asset ownership awareness. The Coalition and its partners work with low-income individuals and families by providing the following activities:

- asset-development;
- assistance to low-income persons by providing assistance in completing tax forms and collecting the Earned Income Tax Credit (EITC); and
- assistance in increasing asset ownership among low-income families through Individual Development Accounts (IDA).

Bank on North Sound, the Coalition's latest initiative, is designed to enhance financial opportunities for the "unbanked" or "underbanked" to rejoin the mainstream banking system and minimize predatory lending, focusing on formalized asset development.

4. Section 3 Opportunities.

The HUD Section 3 program requires that grant recipients of CDBG and HOME funds, to the greatest extent possible, provide job training, employment, and contracting opportunities for low-income residents in connection with construction projects and activities in their neighborhoods. Snohomish County continues to have a Section 3 plan in place for CDBG and HOME funds to ensure that these opportunities for low-income residents are made available to the greatest extent possible.

5. Economic Development Opportunities

In the upcoming year, the Snohomish County Human Services Department anticipates that it will continue to explore the potential use of its CDBG float loan program and the potential implementation of a CDBG Section 108 loan program, for economic development opportunities. If implemented, these tools have the potential to result in enhanced opportunities for low-income wage earners.

In addition, Snohomish County's adopted General Plan includes an Economic Development element which recognizes the need for living wage jobs and income to afford to live in our community as well as other community amenities and features that can make our community a place where people want to live and work. The element outlines six policy goals to support and facilitate a diverse, sustainable, and resilient economy. These goals include:

- Promote the maintenance and enhancement of a healthy economy,
- Provide a planning and regulatory environment which facilitates growth of the local economy,
- Encourage retention and expansion of existing businesses and jobs and attract new businesses and jobs,

- Support economic development by providing adequate levels of infrastructure and promoting technological advancements consistent with this plan,
- Support economic development by promoting education and training opportunities for the work force and aligning human service delivery with employment opportunities, and
- Encourage sustainable use of resource areas for economic development.

M. Institutional Structure

This section describes actions planned to maintain and improve the institutional structure through which the Consortium will carry out the objectives outlined in the Strategic Plan of the 2010-2014 Consolidated Plan.

The institutional structure through which the Consortium carries out the Strategic Plan is broad-based and includes County government and staff, local governments, public agencies, private non-profit agencies (including faith-based organizations), and the Everett/Snohomish County Continuum of Care.

The Snohomish County Council retains overall responsibility for decisions involving housing and community development activities. The Office of Housing and Community Development (OHCD) and the Office of Community and Homeless Services (OCHS), within the Snohomish County Human Services Department, provide staff support to the Policy Advisory Board (PAB) and Technical Advisory Committee (TAC) and manage the competitive application process for HUD formula funds. The TAC helps assess funding applications received and makes funding recommendations to the PAB. The TAC has seats for local government representatives, citizen representatives, and the local housing authority. The PAB makes recommendations on funding and other matters relating to HUD formula funds to the County Executive and the County Council. The PAB is comprised of elected officials of the Snohomish County Council and the city/town councils of participating Consortium members, the County Executive, and a citizen member. Project sponsors include units of local government within the Consortium (may also include Snohomish County Departments), public agencies, and private, non-profit agencies (including faith-based organizations).

OHCD and OCHS staff attend various local and regional meetings in order to maintain and increase the coordination of activities between the County and other entities working to create suitable living environments, provide decent affordable housing, and create economic opportunities for low-income persons in the community. OHCD, OCHS, and other Human Services Department staff are responsible for contracting, monitoring, and compliance procedures for CDBG, HOME, and ESG funds. This staff holds application workshops and provides technical assistance regarding project eligibility, application requirements, and program regulations to potential applicants and to project sponsors.

A portion of 2013 HOME funds has been allocated to provide operating support for three Community Housing Development Organizations (CHDOs). This funding helps to build and maintain the local capacity of organizations to efficiently produce and maintain affordable housing. Impact Capital, a Community Development Financial Institution (CDFI) based in Seattle, also continues to operate a revolving loan fund, originally funded with AHTF funds, to provide pre-development loans to develop affordable housing in Snohomish County.

In the upcoming program year, the Snohomish County Human Services Department plans to continue to discuss with community partners ways to increase the development of affordable housing for non-homeless persons with special needs, in order to increase accomplishments towards this goal in the Consortium's *2010-2014 Consolidated Plan*.

The County has received suggestions for incorporating additional technical expertise into the application review and selection process for affordable housing projects and will continue to explore these suggestions.

In regard to the local Continuum of Care, the most significant gap in the Continuum of Care delivery system is the lack of capacity and resources in relation to the growing needs in the community. In the upcoming year, the County and the Continuum of Care will continue to engage in systems change and coordination efforts. This includes increased coordination between systems, especially with mainstream systems, targeted funding strategies, and the development of a Coordinated Entry/Assessment process. These efforts are intended to provide a consistent and streamlined process for persons experiencing homelessness or at risk of homelessness to access housing and services or to be diverted and to use the limited resources more

effectively by targeting resources more effectively. Included in these efforts are strategies for increased coordination between various systems, such as education, employment, public benefits systems, and housing and service providers.

N. Enhance Coordination Between Public and Private Housing and Social Service Agencies

This section describes actions planned to enhance coordination between public and private housing and social services agencies.

Community partnerships, which link housing providers and service agencies, continue to be a strength in Snohomish County, particularly in regards to projects serving homeless persons and other persons with special needs. The Housing Consortium of Everett and Snohomish County (HCEC) and the Snohomish County Homeless Policy Task Force (HPTF) are organizations in Snohomish County that meet regularly to discuss affordable housing and homeless needs. They provide ongoing opportunities for public and private non-profit housing and service providers to coordinate existing and future efforts to meet these needs in our community.

The Gates Foundation-sponsored *Investing in Families Initiative* is a current collaborative project that became operational in 2011 and will continue in 2013. The initiative is a community-wide effort to strengthen and realign Snohomish County's efforts to end family homelessness. It brings together the HCEC, HPTF, Workforce Development Council, public housing authorities, social service agencies, secondary education providers, private landlords, and state and local government, to create new systems for preventing and eliminating family homelessness.

Many service providers in Snohomish County work closely with private landlords through the implementation of various housing and service programs. Staff providers often assist clients in obtaining a rental unit, in resolving issues with their landlord, and in working with the landlord to help the client remain in the unit. The County will also be implementing new state requirements to enhance landlord outreach in Snohomish County. This effort will be coordinated with existing landlord and service provider partnerships.

Washington State decided to implement a state-wide housing locator system. The Housing Consortium of Everett and Snohomish County and Snohomish

County took the lead in helping to implement this system in Snohomish County in Spring 2013. Local advisory group meetings are anticipated to continue over the next several months to continue implementation of this system. The County's Office of Community and Homeless Services (OCHS) will be involved in watching how the system is working in Snohomish County and will work with partners, as needed, to make it as effective as possible for our community.

Planning efforts are also occurring through the Investing in Families Initiatives, as referenced above, which includes a Housing Resource Specialist (HRS) and Navigators, who will be trained to perform many of the activities currently done through the HRS.

The Volunteers of America Dispute Resolution Center continues to provide a Renter Certification program, partially funded with federal and local funds. The program provides education and assistance to people with problematic rental histories that can create a barrier for them being able to rent. The program also conducts outreach with social service programs and landlord associations and works to establish partnerships with private property managers willing to give people a second chance at housing.

The County participates in Continuum of Care/Homeless School Liaison collaboration meetings, which will continue in 2013. The collaborative meetings include local non-profit staff and staff from school districts. The purpose is to ensure that families, children and youth are informed of their education rights and improve access to housing and/or services.

As part of the affordable housing application process, Snohomish County continues to include as part of the evaluation criteria a review of whether the appropriate type and level of support services will be available, where relevant to the population served. This helps encourage coordination between public and private housing and service providers to ensure that special need populations will have the appropriate support services needed to maintain stable housing.

O. Coordination of Housing and Transportation Strategies

Applicants for affordable rental housing projects are asked to address the transportation options and neighborhood services and amenities near the proposed housing location as part of their application for funding. In addition,

recent changes to the countywide planning policies emphasize the interaction between land use and transportation and the support of new housing near existing employment as well as new employment near existing housing. Also, the PSRC Sustainable Communities Regional Planning Grant referenced in Section XII. G. above is intended to support neighborhood planning for more sustainable communities around new transit centers expected in the region in the next 20 years, including a wide variety of housing choices along light rail corridors.

P. Addressing Obstacles to Meeting Underserved Needs

This narrative describes actions planned to address obstacles to meeting underserved needs.

The main obstacle to meeting underserved needs is the limited funding available to meet all of the needs in the community. This has become an even greater obstacle in the past few years due to reductions in several federal, state, and local sources of funding.

Actions planned to address underserved needs are addressed in various narratives throughout this plan. A few of the actions planned to be taken include, but are not limited to:

- Continued utilization of a portion of a local sales tax to provide housing assistance to persons with mental health and chemical dependency challenges;
- Continuation of a state-funded program to provide assistance for housing and essential needs to person with disabilities;
- Allocation of a portion of CDBG funds to provide dental care services to homeless and low-income persons;
- Participation in the local implementation of a state-wide housing locator system;
- Continued work in partnership with the Continuum of Care to engage in systems change and coordination efforts to assist homeless persons;

- Anticipated establishment of an intergovernmental affordable housing program; and
- Implementation efforts of a new fair housing action plan developed during the 2012 program year.

XIV. FUNDING AVAILABLE AND ALLOCATION SUMMARY

The information below provides a summary of the CDBG, HOME, and ESG funds estimated to be available for the 2013 program year. A summary of how these funds have been allocated for use is also included.

The estimated 2013 CDBG, HOME, and ESG grant amounts are based on the 2012 funding levels under these programs. It is anticipated that there will be about a five percent reduction from the 2012 funding levels for 2013. However, the exact amount will not be known until federal appropriations for the 2013 fiscal year are finalized and HUD notifies the County of the 2013 grant amounts. The estimated allocation to specific projects included in this document are contingent upon the actual amount of funding received. It is anticipated that revisions to the funding awards will need to be made based on the actual 2013 funding levels, once known.

Re-programmed funds include contingency funds and returned funds from prior year projects due to project cost under runs. They also include prior year funds that became available for re-allocation due to the receipt of 2012 program income in excess of the estimated amount. The program income was required to be spent first, freeing up other funds for re-allocation. In addition, the 2013 program income amounts are estimated at this time.

A. Community Development Block Grant (CDBG)

1. CDBG Funding Available for 2013

Estimated CDBG Grant	\$2,352,522
Re-Programmed Funds	\$402,731
Estimated Program Income	<u>\$195,000</u>
Total CDBG Funds	\$2,950,253

2. Summary of CDBG Allocations for 2013

Table 8 - Summary 2013 CDBG Allocations

Sponsor	Activity	Amount
Catholic Community Services	Housing for Pregnant & Parenting Women	\$43,696
Catholic Community Services	Volunteer Chore Services	\$9,005
Cocoon House	Teen Shelter & Transitional Housing	\$36,996
Community Health Center of Snohomish County	Dental Services	\$37,938
Darrington, City of	Water Utility Upgrades	\$50,368
Domestic Violence Services of Snohomish County	Domestic Violence Services	\$44,605
Edmonds, City of	ADA Upgrades	\$50,368
Edmonds Senior Center	Senior Center Refurbishment	\$91,868
HomeSight	Puget Sound Homeownership	\$151,102
Housing Authority of Snohomish County	Single Family Rehabilitation Loan Program – Loan Servicing	\$50,000
Housing Hope	Homeless Services	\$40,498
Housing Hope	Homeownership Assistance Fund	\$74,547
Housing Hope	Teen and Young Parent Housing (NCV)	\$24,346
Mercy Housing Northwest	Senior Housing Case Management	\$11,735
Monroe, City of	Elizabeth Street Sidewalk	\$199,456
Mountlake Terrace, City of	Evergreen Park Equipment	\$50,368
Open Door Theatre	Personal Safety Outreach	\$13,757
Quilceda Community Services	Willow Place Upgrades	\$25,638

Sponsor	Activity	Amount
Senior Services of Snohomish County	Minor Home Repair Program	\$597,143
Snohomish County	CDBG Planning and Administration	\$505,504
Snohomish County	CDBG Contingency Fund – PF&I	\$40,000
Snohomish County Fire District 24	Whitehorse Station 38	\$209,005
Sultan, City of	Alder Ave Water/Sewer Line	\$146,066
Village Community Services	Aging Adults with Disabilities	\$43,216
Village Community Services	Barrier Removal – Elevator Modernization	\$106,779
Volunteers of America Western Washington	Emergency Housing Assistance	\$36,352
Volunteers of America Western Washington	Sky Valley Community Resource Center	\$19,216
Work Opportunities	Interior Rehabilitation	\$200,548
YWCA of Seattle-King County-Snohomish County	Families in Transition	\$40,133
Total		\$2,950,253

B. HOME Investments Partnership (HOME)

1. HOME Funding Available for 2013

Estimated 2013 HOME Grant	\$1,393,636
Re-Programmed Funds	\$39,667
Estimated Program Income	<u>\$136,943</u>
Total HOME funds	\$1,570,246

2. Summary of HOME Allocations for 2013

Table 9 - Summary 2013 HOME Allocations

Sponsor	Activity	Amount
Everett, City of	Community Housing Improvement Program	\$354,214
Habitat for Humanity	CHDO Operating Support Grant	\$18,107
HomeSight	Puget Sound Homebuyers Assistance	\$80,000
Housing Authority of Snohomish County	Glenwood Apartments	\$216,754
Housing Hope Properties	CHDO Operating Support Grant	\$30,182
Housing Hope Properties	Monroe Family Village	\$701,291
Senior Services of Snohomish County	CHDO Operating Support Grant	\$24,141
Snohomish County	HOME Planning and Administration	\$145,557
Total		\$1,570,246

C. Emergency Solutions Grant (ESG)

1. ESG Funds Available for 2013

Estimated 2013 ESG Grant	<u>\$241,799</u>
Total ESG Funds	\$241,799

2. Summary of ESG Allocations for 2013

Table 10 - Summary 2013 ESG Allocations

Sponsor	Activity	Amount
Catholic Community Services	Rapid Re-Housing – Housing Re-Location & Stabilization Services	\$24,647

Sponsor	Activity	Amount
Catholic Community Services	Rapid Re-Housing – Rental Assistance	\$43,817
Cocoon House	Teen Shelter & Transitional Housing	\$24,761
Domestic Violence Services of Snohomish County	Transitional Housing for Victims of Domestic Violence	\$21,584
Housing Hope	Transitions	\$25,300
The Interfaith Association of Northwest Washington	Interfaith Family Shelter	\$22,000
Snohomish County	ESG Administration	\$18,134.93
Snohomish County Human Services Department and ESG Subrecipients	HMIS	\$24,179.07
Volunteers of America Western Washington	Emergency Housing Assistance	\$17,136
YWCA of Seattle-King County-Snohomish County	Families in Transition/Homeward Bound	\$20,240
Total		\$241,799

XV. PROGRAM SPECIFIC REQUIREMENTS -- CDBG

A. Activity Descriptions

Descriptions of activities to be funded with CDBG funds expected to be available for 2013 are located in the Appendix. A summary of these funds and the 2013 allocations are listed in Section XIV. above.

B. Estimated 2013 CDBG Program Income

CDBG program income for 2013, estimated to be \$195,000, is expected from the following sources:

- HomeSight Homebuyers Assistance \$20,000
- HASCO Single Family Rehab Loan Program \$175,000

The estimated program income for the first source listed will be used to provide additional assistance under that program. The estimated program income from the second source listed is anticipated to be used for additional eligible CDBG activities. These funds are included in the 2013 allocations. CDBG program income increases the allowable cap for CDBG planning and administrative costs (20% of 2013 formula funds plus 20% of 2013 program income) and public service activities (15% of 2013 formula funds plus 15% of prior year CDBG program income). Snohomish County allocates the total allowable funding for these two capped costs based on projected figures.

C. Section 108 Proceeds

Snohomish County does not anticipate any proceeds from Section 108 loan guarantees at this time. However, Snohomish County is continuing to explore the feasibility and possible implementation of a Section 108 loan guarantee program. Implementation of such a program would be done in compliance with the Consortium's citizen participation plan. Should such a program be implemented, it is anticipated that activities funded under the program would generate proceeds at some time in the future.

D. Urban Renewal Settlement Surplus

Snohomish County does not anticipate any surplus funds from urban renewal settlements.

E. Funds Returned to Line of Credit

In the first quarter of program year 2012, County staff notified and was working with HUD to resolve a minor over expenditure of \$14,418.55 in CDBG funds for program year 2011 administrative costs. As shown in IDIS, the activity name is "2011 CDBG Admin and CHRB" and the IDIS activity number is 1257. The County repaid this over expenditure with other funds during program year 2012. HUD subsequently returned \$14,418.55 to the County's line of credit to be used for eligible activities. This funding was re-allocated to eligible projects during the 2013 funding round and is included in the allocation for 2013 projects in the 2013 Action Plan.

F. Float Loan Activities

No float loan activities are open at this time. Snohomish County will continue to administer its float loan program during the 2013 program year. Any new float loans approved could generate program income during the 2013 program year. Snohomish County will follow the Consortium's citizen participation plan with regard to any new float loans proposed during the 2013 program year. It is anticipated that any interest payments generated in the 2013 program year from new float loans would be used for County administrative costs, subject to the statutory cap for these types of costs.

G. Urgent Need Activities

No CDBG funds are currently planned for urgent need activities.

H. Low- and Moderate-Income Benefit

It is estimated that 100% of the CDBG funds will be used for activities that primarily benefit low- and moderate- income persons.

I. Overall Benefit Period

CDBG regulations require that at least 70% of funds be used to benefit persons of low- and moderate-income over a consecutive period of 1, 2, or 3 years. Snohomish County has chosen a one-year period for the overall benefit period for the 2013 Action Plan.

J. Low- and Moderate Income Exception Criteria

Typically, at least 51% of the beneficiaries of a CDBG activity must be low- and moderate-income. The CDBG law authorizes an exception criterion to this requirement for projects that serve persons on an area-wide basis, such as street, sidewalk, water/sewer, and park improvements. The Snohomish County Consortium is granted an exception to this criterion for area benefit activities only. Based on data posted on the HUD website, the Consortium's low- and moderate-income criterion for area benefit activities for FY 2012 is 46.32%. As of the date of this plan, HUD has not yet posted information on the FY 2013 exception criteria.

K. Pre-Award Costs

In certain circumstances, the CDBG regulations allow the County, or allow the County to authorize a subrecipient, to incur costs for activities included in an Annual Action Plan prior to the program year start date of July 1. The activities must meet the environmental and regulatory requirements. The costs may later be reimbursed with CDBG funds after the effective date of the grant agreement between HUD and the County for the program year. Pre-award costs are limited to no more than 25 percent of the program year grant amount.

Snohomish County may decide to incur pre-award costs for 2013 CDBG projects for County staff activity delivery costs associated with the projects. The County may also decide to authorize subrecipients to incur costs for 2013 CDBG projects on a case-by-case basis. It is not anticipated that any authorized pre-award costs would affect future grants. Based on past experience, the County anticipates that it will enter into a grant agreement with HUD for 2013 CDBG funds in July or August 2013. In addition, although the grant amounts are estimated at this time, and the sequestration will likely result in about a five percent reduction of funds, the County anticipates notification by HUD of the Consortium's actual 2013 grant amount prior to the submittal of the Annual Action Plan to HUD by May 15, 2013. The County is considering authorizing some pre-award costs as this may help facilitate efficiency in project timelines and the timely use of grant funds.

XVI. PROGRAM SPECIFIC REQUIREMENTS -- HOME

A. Activity Descriptions

Descriptions of activities to be funded with HOME funds expected to be available for 2013 are located in the Appendix. A summary of these funds and the 2013 allocations are listed in Section XIV. above.

B. Estimated 2013 HOME Program Income

Estimated 2013 HOME program income is \$136,943 from the following sources:

• HomeSight Homebuyers Assistance	\$80,000
• City of Everett CHIP Program	\$50,000
• HASCO Single Family Rehab Loan Program	\$6,443
• Marysville Studio Apartments	\$500

The estimated program income from the first two sources listed will be used to provide additional assistance under those programs. The estimated program income from the last two sources listed is anticipated to be used for additional eligible HOME activities. These funds are included in the 2013 allocations.

C. Other Forms of Investment Description

Not applicable. Snohomish County does not intend to use HOME funds for forms of investment other than those described in 24 CFR 92.205(b) in the 2013 program year.

D. HOME Homebuyer Program Guidelines for Resale and Recapture

1. Resale/Recapture Provisions.

Resale and recapture provisions apply to the use of HOME funds for homebuyer assistance programs. Snohomish County will allow for the use of either resale or recapture provisions, as appropriate.

Resale or recapture provisions are triggered when, during the period of affordability, the housing ceases to be the principal residence of the buyer who was assisted with HOME funds. These provisions are imposed for the duration of the period of affordability on all HOME-assisted homebuyer projects through a written agreement with the homebuyer, and are enforced via lien, deed restrictions, or covenants running with the land. The resale or recapture provisions are triggered by any transfer of title, either voluntary or involuntary, during the established HOME period of affordability.

Applicants for HOME funding will need to propose resale or recapture provisions at the time of application for funding and demonstrate how the provisions are consistent with the resale or recapture guidelines.

2. Resale guidelines as referenced in 24 CFR 92.254(5)(ii).

Resale provisions must be used in situations where HOME funding will be provided as development subsidies (as opposed to direct assistance to the low-income buyer) and where assistance is provided to homebuyers in the form of grants. When resale provisions are proposed, they must ensure that:

- the property will be sold to a low-income buyer who will use the property as a principal residence;
- the price at resale will provide the original HOME-assisted buyer with a fair return on investment;
- the housing will continue to be affordable throughout the period of affordability to a reasonable range of low-income buyers; and
- The agency will have the right of first refusal to purchase the property.

A fair return on investment will be based on the repayment of the owner's initial investment, any improvements to the property, and a percent of the appreciation of median home prices in the area based on the number of years the property was owned.

Affordable to a reasonable range of low-income buyers is defined as a price affordable to a family at 75% of the area median income or below that will not pay more than 30% of their income for PI (principal and interest).

Additional HOME funds can be used, if available, if gap financing is needed for a subsequent low-income homebuyer to purchase the home.

3. Recapture Guidelines as referenced in 24 CFR 92.254 (5)(ii).

Recapture provisions will be used when the home, purchased using HOME funds as financial assistance that reduces the purchase price for the homebuyer or as gap financing, is no longer the homebuyer's principal residence during the period of affordability. The County has selected the following option for recapture of funds under the HOME program:

Recapture Entire Direct HOME Subsidy Method as follows:

Amount to be recaptured. In the event of recapture Snohomish County or subrecipient shall collect from Net Proceeds all HOME Funds, including outstanding principal, plus interest, plus shared appreciation as outlined in the Loan Documents.

In the event that net proceeds are insufficient to repay the HOME Funds, the amount to be recaptured shall be any funds remaining after payment of all superior non-HOME debt and closing costs that are subtracted from the sale price of the home. In no event shall the borrower be required to use funds other than net proceeds to repay the HOME Funds.

4. The special provisions of the HOME Program related to single-family properties with more than one unit (i.e. duplex, triplex, four-plex) [24 CFR Part 92.254(a)(5)(ii)(A)(6)] and lease-purchase programs [24 CFR Part 92.254(a)(5)(ii)(A)(7)] will also apply as appropriate.
5. The County will be responsible for the enforcement of the recapture provisions and will require the subrecipient to obtain the recaptured funds from the homeowner. Recaptured funds must be used by the subrecipient for other eligible HOME activities or returned to the County. The subrecipient is responsible to monitor that the homeowners continue to use the home as their primary residence.
6. The County must be notified of any possible foreclosures or transfers in lieu of foreclosure during the period of affordability to ensure that resale and recapture provisions are followed. The County will recoup any net proceeds from available funds due to foreclosure.

E. Guidelines for HOME Funds Used to Refinance Existing Debt Secured by Multi-family Housing Being Rehabilitated with HOME Funds

Not applicable. Snohomish County does not intend to use HOME funds for this purpose in the 2013 program year.

F. Home Tenant Based Rental Assistance Description

Not applicable. Snohomish County does not intend to use HOME funds for this purpose during the 2013 program year.

G. HOME Affirmative Marketing

Snohomish County requires all agencies receiving HOME funds for projects with five or more HOME-assisted units to have plans to affirmatively market housing to eligible populations. This requirement is included in the contracts between Snohomish County and the agencies receiving the HOME funds.

The affirmative marketing plan must include information on: 1) how the sponsor will inform the public and potential residents about fair housing laws, 2) how the sponsor will affirmatively market the units and inform persons who might not normally apply for housing through special outreach, and 3) how the sponsor will document affirmative marketing efforts and evaluate their success.

The marketing plans are reviewed by Human Services Department OHCD staff when the projects are monitored. Housing projects must display the Equal Housing Opportunity information and logo in an area that is accessible to eligible households.

H. Minority/Women's Business Outreach Description

This requirement is addressed in Section XIII.

XVII. PROGRAM SPECIFIC REQUIREMENTS -- ESG

A. Written Standards for the Provision of ESG Assistance

Snohomish County will require subrecipients of ESG funding to follow and consistently apply the written standards listed below for providing assistance with ESG funds.

The County is also currently in the process of developing written standards for the provision of assistance for all Continuum of Care projects that are in alignment with new Continuum of Care regulations published. The ESG

written standards in this section might be revised or further defined as part of this coordinated process.

1. Evaluation of individuals' and families' eligibility for assistance under ESG.

a. To be eligible for ESG assistance, all households must meet the homeless definitions that apply to the type of ESG activity, such as rapid re-housing (24 CFR 576.2 Definitions).

i. In order to be consistent with the homeless definitions used by other Continuum of Care funded projects, at this time the County will not serve individuals and families qualifying under Homeless Category 3. Should the County and the Continuum of Care move forward with completing the activities under Homeless Category 3 per HUD CPD Notice 12-01 and be approved for Continuum of Care funded projects, then ESG projects will be notified of whether they may qualify ESG participants under Homeless Category 3 for any eligible ESG activities.

ii. The County is not proposing the use of ESG funds for homeless prevention activities at this time. Therefore, the at risk of homelessness definitions will not apply to ESG-funded projects. Should the County choose to fund homeless prevention activities in the future, any ESG projects will qualify participants per the homeless prevention definitions.

iii. Emergency shelter participants qualified under Category 2 must lack other resources or social networks to obtain other appropriate shelter or housing.

iv. Rapid re-housing participants must be qualified under Category 1, literally homeless individuals and families currently living in an emergency shelter, in places not meant for human habitation, or youth exiting transitional housing.

b. Participant evaluation

i. All individuals or families will be initially evaluated to determine eligibility for ESG assistance, and to determine the amount and

types of assistance needed to regain stability in permanent housing.

- ii. Individuals and families receiving rapid re-housing assistance will be re-evaluated at least annually.
- iii. Annual income, if documentation is required, must be determined according to 24 CFR 5.609.
- iv. All individuals and families must be evaluated to determine that they lack the resources and social networks to obtain or sustain housing without ESG assistance.

c. Documentation

- i. Eligibility and evaluation must be documented in client files for each participant or family served with ESG assistance.
- ii. Documentation must meet the ESG requirements in 24 CFR 576.
- iii. Third party documentation is the preferred method, except for persons qualified under Category 4 to avoid placing the individual or family at risk of violence.
- iv. Other methods consistent with 24 CFR 576 may be used, though the client file should contain documentation that there was an attempt to obtain third party documentation or the justifications that third party documentation could not be obtained or obtained in a timely manner.

- 2. Standards for targeting and providing essential services related to street outreach.

County ESG funding will not be used to provide essential services related to street outreach at this time.

- 3. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG.

a. Admission

- i. Per eligibility standards.
- ii. For rapid re-housing, priority will be given to individuals or families staying on the streets, in cars, etc., or to persons residing in emergency shelters, or unaccompanied youth exiting transitional housing or youth facilities.

b. Diversion

Individuals or families seeking shelter should be referred to other prevention or rapid re-housing programs to avoid homelessness or to re-house those who are experiencing homelessness.

c. Referral

Participants and families will be assessed to make appropriate referrals to mainstream services, including public benefit programs, housing programs, and services.

d. Discharge

To the degree possible, persons discharging from emergency shelter will be assisted in accessing housing that best fits their needs, with a preference for assisting people to access permanent housing. Discharge may also include persons entering treatment facilities to address mental health, substance abuse, or medical needs. Providers will coordinate with the treatment provider to support a successful transition. When possible, housing options or other resources should be provided at discharge, so that persons have knowledge of where to go when treatment is completed.

e. Length of stay

- i. The overarching goal is to reduce the time spent homeless. To the extent practicable, individuals and families will be assisted in obtaining housing within 30 days of emergency shelter entry. All ESG-funded shelters will strive to reduce the average length of stay (includes transitional housing assisted with ESG funding).

However, persons may stay longer to prevent them from becoming homeless on the streets or other places not meant for human habitation.

- ii. Individuals or families provided rapid re-housing assistance will stay according to the model funded with ESG assistance, which will allow some flexibility to avoid persons becoming homeless again.
- f. Safeguards to meet safety and shelter needs for special populations
 - i. Projects serving individuals or families qualified under Category 4 (persons fleeing or attempting to flee violent situations) must follow all related Federal and state laws, follow confidentiality policies, and provide specific services to meet the safety and special needs of this population.
 - ii. Projects serving individuals and families with very high needs must provide shelter and services that meet the special needs for these populations.
- 4. Policies and procedures for assessing, prioritizing, and reassessing individual's and families' needs for essential services related to emergency shelter.
 - a. Each individual and family will be assessed to identify needs and barriers to obtain housing and increased self-sufficiency.
 - b. Assessments will be completed at program entry, then re-assessed at 30-days or sooner if needed to assist persons moving to housing. If person's stay in shelter is longer than 30-days, then reassessment must be done every 30-days and show that the person or household needs additional time in shelter to obtain other housing, and would be homeless unsheltered without ESG assistance.
 - c. Each person or family must have a housing stability plan in place, which is updated at least every 30-days. The plan will be derived from the assessment and include the individual or family's participation in developing their own individualized service plan to obtain housing and maintain housing stability.

- d. Essential services should be tied directly to the needs and barriers identified in the assessment, and agencies are encouraged to build on the individual or families strengths to attain increased self-sufficiency and housing stability.
 - e. Obtaining appropriate housing, especially permanent housing, and addressing the most immediate and manageable barriers will be the priority for emergency shelters. Given the expected short period of assistance, the focus will need to be on those barriers that can be addressed during the timeframe of assistance. In addition, each individual or household will have a housing stability plan that may include longer-term solutions to other barriers or risk-factors that might destabilize a household after assistance has ended.
5. Policies and procedures for coordination among emergency shelter providers, essential services providers, homeless prevention providers, rapid re-housing assistance providers, other homeless assistance providers, and mainstream service and housing providers.

The County and the Continuum of Care have been engaged in planning activities to increase systems coordination among the various housing and service providers to improve access for clients and to better target funding and efforts to address the housing and service needs in our community. The County and ESG subrecipients will coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs, including those in 24 CFR 576.440(b) and (c). ESG funded projects will be expected to coordinate and integrate with County or Continuum of Care initiatives or other efforts to improve coordination with mainstream resources, which includes those noted in 24 CFR 576.440(b).

6. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homeless prevention assistance and which eligible families and individuals will receive rapid re-housing assistance.
- a. County ESG funding will not be used to provide homeless prevention assistance at this time. The County is funding homeless prevention assistance with other financial resources.

- b. Individuals or families staying in emergency shelters or staying in places not meant for human habitation or youth exiting transitional housing or facilities will be prioritized for rapid re-housing assistance. Persons assisted will include homeless families, veterans, and youth, though not exclusively.
 - c. Persons needing homeless prevention assistance will be referred to homeless prevention programs.
- 7. Standards for: 1) determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homeless prevention or rapid re-housing assistance, 2) determining how long a particular program participant will be provided with rental assistance and how the amount of assistance will be adjusted over time, and 3) standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide a program participant.
 - a. County funds will not be used to provide homeless prevention assistance as this time.
 - b. Individuals and families will be assessed to determine if they fit into a 6-month maximum or 12-month maximum mode of rent assistance. Rent assistance will be graduated, so the participant's share of rent will increase until they pay full rent. Should a participant experience a situation that prevents them from achieving the graduated subsidy goal, then the subsidy may be extended or adjusted with a revised graduated subsidy established. Participants must be in compliance with the program and working on their housing stability plan to be considered for an extension or revised graduated subsidy plan.
 - c. Individuals and families may receive up to 24 months of housing stability services to help them obtain and sustain housing stability. Services may be provided consecutively or intermittently, as needed to maintain housing stability.
 - d. Participants may receive up to two subsequent financial assistance payments after their graduated subsidy has ended, if they were compliant with their housing stability plan and they experienced a hardship that prevented them from making their payment.

- e. Hardships may include a job loss or reduction in pay/hours, medical expenses, or other similar situation. The participant must not have exited the program to receive assistance.
- f. High needs participants may receive additional housing stability services for a period not to exceed three (3) years, as long as they have not exited the program and the services support the household in maintaining their housing.
- g. Financial assistance and housing stability services must be in compliance with 24 CFR 576.104, 24 CFR 576.105, 24 CFR 576.106 and 24 CFR 576.400.

B. Centralized or Coordinated Assessment System

The Continuum of Care effort to develop a coordinated intake system was disbanded, as it was too expensive to maintain and was not producing the desired results. Currently, the Continuum of Care is working on evaluating and implementing a redesigned coordinated intake system through a piloted initiative. In addition, the Continuum of Care will be designing and implementing a coordinated intake/assessment system as required by our state. Both of these efforts will be coordinated together and some form of the intake/assessment will start being implemented in the coming months. The system will be re-tooled as needed to meet the HUD Continuum of Care requirements when these are released.

C. Process for Making Awards

Snohomish County made 2013 ESG funding available via a NOFA issued in October 2011 for both 2012 and 2013 ESG funding. The County also made anticipated supplemental 2013 ESG funding available via an RFP in August 2012 for supplemental 2011, 2012, and 2013 ESG funding. The process for making awards for all of the 2013 ESG funding is further described in Section V. B. of this document. Activity descriptions for 2013 ESG activities are located in the Appendix.

D. Matching Funds

ESG carries a dollar-for-dollar matching fund requirement. Snohomish County will provide matching funds for administrative costs and any funds

used for County HMIS costs. ESG providers will be required to provide matching funds for the amount of their project award for activity costs and HMIS costs. Matching funds totaling \$241,799 will be provided from eligible federal, state, local, and/or private fund sources.

E. Homeless Participation Requirement

The County has an established process for obtaining input from homeless and formerly homeless persons. In the past year, the County started developing and implementing an enhanced plan for outreach to, and consultation with, homeless or formerly homeless individuals. The additional consultation focuses on considering and making policies and decisions regarding any facilities or services that receive funding under ESG.

The County and the Continuum of Care work in partnership to conduct the annual Point in Time (PIT) Count of homeless persons, which includes a survey that provides input for planning. In addition, the County and the Continuum of Care partner to conduct an annual Project Homeless Connect (PHC) event. At this event, homeless and formerly homeless persons complete a survey which provides input that can be used for planning. In the past year, the County and Continuum of Care started exploring ways to obtain additional input at the PIT Count and PHC event that would provide more specific input on ESG activities. One example is to include a few survey or interview questions about rapid re-housing and/or emergency shelter activities and how these programs are meeting or not meeting the needs of persons assisted. This method was implemented at the PHC event in the past year with specific survey questions added applicable to ESG, and it is anticipated that this method will also be used at the next PHC event in the upcoming year. A focus group of single homeless men at an emergency shelter was also conducted as part of the Consortium's updated *Analysis of Impediment to Fair Housing Choice* and provided input on housing and service needs for these individuals, many of whom have experienced long-term homelessness and have a difficult time obtaining housing. The County will continue to explore, and possibly implement, other options in the upcoming year that may include additional focus groups consisting of persons who are currently or were previously assisted with ESG funds. In addition, the County anticipates that other opportunities to enhance outreach and input will be provided as the County and the Continuum of Care work to implement the upcoming Continuum of Care regulations.

F. Performance Standards for Evaluating ESG Activities

The performance standards listed below will apply to ESG-funded projects and will be incorporated into ESG contracts. Standards include HEARTH Act requirements and individual project requirements. Benchmarks, outputs, and outcomes will be set as initial standards. The County and Continuum of Care are also currently in the process of developing and implementing standards that are in alignment with the new Continuum of Care regulations published. The ESG performance standards may be revised or further defined as part of this coordinated process.

1. General Continuum of Care system performance measures will include:
 - a. Reduce the time spent in shelters and residing in public or private places not ordinarily used as regular sleeping accommodations for human beings, including a car, park, abandoned building, bus or train station, or camping ground.
 - b. Reduce recidivism by homeless persons who were housed in permanent housing but became homeless again. This will be measured by a benchmark percentage.
 - c. System occupancy/utilization is at or above a specified percentage.
2. ESG performance measures will include:
 - a. Emergency shelter output and outcome measures.

Numbers served, reduce average length of stay, percentage of unit or bed utilization, percentage exiting to permanent housing, and access to mainstream resources.
 - b. Rapid re-housing performance measures will include:

Numbers served, benchmark to re-house persons in permanent housing within 30 days, housing stability benchmarks (6 months, 12 months, etc.), access to mainstream resources, recidivism per benchmark, and cost per households/person served.

- c. HMIS performance measures will include:

Unit and bed coverage in HMIS, successful AHAR data submission (includes data quality), quality ESG reporting data, and training and technical assistance for agencies and users.

G. Continuum of Care Consultation

The Snohomish County Office of Community and Homeless Services (OCHS) within the Human Services Department consulted with the local Continuum of Care regarding how to allocate ESG funds for eligible activities, developing performance standards for ESG-assisted projects, evaluating the outcomes of ESG-assisted projects, and developing funding, policies, and procedures for the administration and operation of the Homeless Management Information System (HMIS).

OCHS held an initial consultation meeting in February 2012 with members of the Continuum of Care Coordinating Committee and other key Continuum of Care stakeholders, including current ESG project sponsors. OCHS staff provided information on the new ESG regulations and the new ESG funding available and facilitated a discussion on several related items. As ESG is on a two-year application cycle, the discussion provided input for additional funds for 2012 and 2013, as well as the 2011 supplemental funding. A summary of the main items discussed is included below.

The group discussed how to allocate ESG funding for eligible activities. Items discussed included, but were not limited to, the need to continue to make funding available for emergency shelter activities from the total annual ESG allocation, the limited amount of additional ESG funding available and how to strategically and efficiently target these resources, HUD regulations and guidance for use of the additional funds, reasons for not funding homeless prevention assistance, a proposed budget for using the additional funds for grant administration, HMIS, and rapid re-housing, the effectiveness of various models that may be utilized to provide rapid re-housing and rent assistance, how to geographically distribute funds, to the extent feasible, given the limited resources. The group also discussed additional areas where consultation with the Continuum of Care was needed including performance standards for ESG projects and designing a collaborative process for evaluating the outcomes of ESG projects. The meeting participants decided to continue consultation regarding these items via e-mail. Additional consultation followed thereafter via e-mail regarding performance

standards for ESG projects and for input on draft written standards for provision of services by ESG subrecipients.

Applications for 2013 ESG funds were reviewed by OCHS staff for consistency with local Continuum of Care homeless plans. In addition, as part of the Continuum of Care planning process, the County recently drafted initial benchmarks for homeless projects based on data evaluation from the local HMIS system. The County will be seeking feedback on these benchmarks from the Continuum of Care and anticipates that the benchmarks will start to be implemented in the upcoming program year. This may result in revised or further defined ESG performance standards.

Additional consultation will be undertaken to design a collaborative process for evaluating the outcome of ESG projects. Evaluation of projects funded with 2011 ESG supplemental funding and 2012 ESG funding is planned for the first quarter of the 2013 program year.

The consultation activities discussed above are in addition to two planning meetings that were conducted with the Continuum of Care in the 2012 program year to set priorities for federal, state, and local funding. Use of ESG funding was considered in the broad scope of these funding priorities. As part of these meetings, the County and the Continuum of Care looked at standards for rapid re-housing and other services.

The County plans to undertake additional consultation in the current program year and the beginning of the 2013 program year for the upcoming two-year application cycle for 2014 and 2015 ESG funds.

In addition, the County regularly consults with the Continuum of Care regarding the local HMIS. The Snohomish County HMIS is a partnership between the Continuum of Care and County government. The procurement of the local HMIS system and the ongoing development of the local HMIS policies and procedures has been done in consultation with the HMIS Partners Group. The HMIS Partners Group meets quarterly and consists of an evolving group of Continuum of Care members, including some HMIS users and other program managers. Updates to HMIS policies and procedures are vetted through the HMIS Partners Group prior to implementation. The County seeks input from the HMIS Partners Group on an ongoing basis in order to improve the system and operation of HMIS. The County also provides updates and seeks input on HMIS from the larger Continuum of Care/Homeless Policy Task Force which meets every other

month. The County will continue to consult with the Continuum of Care regarding HMIS through these processes.

XVIII. PROGRAM SPECIFIC REQUIREMENTS – HOPWA.

The City of Seattle Human Services Department is the regional grantee and coordinator of the Housing Opportunities for Persons with AIDS (HOPWA) program for King, Snohomish, and Island Counties. This federally-funded program provides housing assistance to low-income persons disabled by AIDS and their families. An estimated \$266,027 in HOPWA funds will be provided to Catholic Community Services in the upcoming program year to serve approximately 80 to 90 households in Snohomish County. As Snohomish County does not directly administer this program, it does not have program specific reporting requirements under this section.

XIX. PUBLIC COMMENTS RECEIVED

This section summarizes public comments received and considered in development of the 2013 Action Plan. A total of seven comments were received. The County is appreciative of all the input received. The County has provided responses to the comments below, along with the rationale for any comments not accepted.

A. October 2012 Public Hearing Comments

The County held two public hearings in October 2012 and received one comment. The comment is summarized below along with the County's response.

1. Comment of Annie Peterson, Snohomish Health District

Ms. Peterson indicated that she works in the area of Tobacco Prevention and other health community issues at the Snohomish Health District. She requested that the current indoor non-smoking policy that applies to housing capital projects be extended to AHTF Operating & Maintenance (AHTF O&M) projects.

Ms. Peterson explained that as an outgrowth of enforcing the smoking in public places law, people realized they were being protected at work from

second-hand smoke, but were encountering uninvited second-hand smoke coming into their homes. The Snohomish Health District tries to give people an opportunity to know what they can do to solve this problem.

Ms. Peterson explained that HUD in 2009, and again more recently in May of this year, issued a statement strongly encouraging public housing authorities to adopt indoor non-smoking policies for several reasons. Ms. Peterson provided a copy of the statement. She indicated that one reason was related to health issues, as more than half of the residents of public housing are either under the age of 17 or over the age of 65, groups that are especially sensitive to health issues and the issues of second-hand smoke. She indicated another reason was the higher maintenance costs for units that have been smoked in.

Ms. Peterson commented that these same reasons apply to apartments funded from other sources. She provided data from local sources that estimated that turnover costs for an apartment that has been smoked in for seven years can run as much as \$3,000 or more as opposed to only several hundred dollars for an apartment that has not been smoked in. She commented that indoor non-smoking policies not only reduce maintenance costs, but also allow taxpayer money to be used to the very best advantage since funding is continuing to decrease.

Ms. Peterson explained that based on this information, the County Council adopted a bonus point incentive for housing capital projects applying for grant funds which had adopted indoor non-smoking policies. She requested that this policy be extended to AHTF O&M projects.

County Response: The County has had a bonus point incentive system in place for the past two funding rounds which has proven to be very successful in funding capital housing projects that have indoor no-smoking policies in place, or in the case of new construction projects, will have an indoor no-smoking policy in place at the time of occupancy. All capital housing projects funded in the 2012 and 2013 program years have met the indoor non-smoking policy criteria. All capital housing projects funded with federal CDBG and HOME and local AHTF dollars utilize the indoor non-smoking policy criteria.

Some of the AHTF funds are set-aside to provide Operating and Maintenance (O&M) funds for housing projects serving very low-income individuals and families in emergency shelter and rental units. The County contract for AHTF O&M funds already has a provision in place that specifies “smoking is not permitted in any portion of any indoor facility owned, leased, or contracted by the Contractor and used routinely for the provision of services to children under the age of 18.” Moreover, nearly all subrecipients of AHTF O&M funding have indoor non-smoking policies in place. As a result, the County believes there are very few individuals and family households that are at risk of exposure to second-hand smoke within the shelter facilities and rental units associated with this funding source at this time. However, the County is willing to continue its review of AHTF O&M funded projects, to do outreach with the agencies receiving these funds, and to explore more restrictive non-smoking provisions for future funding years.

B. December 2012 HASCO Agency Plan Resident Advisory Board Comments

HASCO held the first meeting of its Resident Advisory Board for its 2013 Public Housing Authority Agency Plan in December 2012. Four residents attended the meeting as well as two HASCO staff members. The County asked questions regarding affordable housing and community development needs and received four comments. The comments are summarized below along with the County’s response.

1. Affordable Housing Needs for Low- and Moderate-Income Persons.

- a. Question: The 2010-2014 Consolidated Plan includes goals to address affordable housing in many areas. This includes shelter and housing for homeless persons, affordable rental housing, affordable rental housing for people with special needs, assistance for renters to become homeowners, and assistance for homeowners to repair their homes.

With the reduced amount of funding for these programs, should we continue to fund needs in each of these areas? Or are there some needs that are more important than others that you think we should focus funding on?

Are there any specific services needed to help people remain independent in their housing?

- b. Comment: A disabled resident who lives in an accessible unit indicated that the unit contained accessible features such as a larger bathroom that are beneficial, but that the stove and oven, which are regular height, did not meet her needs. She commented that she enjoys cooking, but the stove was too high for her to safely cook from a wheelchair and the oven was too low for her to safely cook from a wheelchair. She explained that she would like to have modifications to lower the stove and to have a higher oven with a door that opens to the right instead of down. However, she is unable to afford this and Medicare will not cover this cost. This resident and an elderly resident also commented that residents in the other units may also have accessibility issues, even though they are not in accessible units. If possible, the residents would like funds to be available to renters to make accessibility improvements to their apartments, and to expand the minor home repair program for seniors and disabled homeowners to renters.

County Response: HASCO provided information on its reasonable accommodation policy entitled “Summary of Unit Modification Request Process.” Regarding the specific situation referenced with the stove/oven modifications that the resident would like, HASCO explained that, even aside from the costs, unfortunately there is just not room in those units to put in a separate stove and oven. HASCO further explained that in situations where someone is living in a non-ADA unit and is requesting more significant modifications, in many cases HASCO would look to transfer the tenant to an ADA unit that would better meet their needs rather than modifying their non-ADA unit, since the next tenant that lives there may not benefit from that improvement. In response to a follow-up question as to whether HASCO might consider an application to the County in future funding rounds to assist with reasonable accommodations at its housing properties, HASCO responded that if it could get a grant to pay for improvements, it would be interested in this opportunity. If the County does decide to delegate some of its funds for such a purpose, HASCO suggested that it would be helpful to have a streamlined funding process for agencies interested in small amounts of funding to specifically address accessibility improvements, rather than requiring

the agency to go through the regular application process with all the documentation that requires.

The Consortium's CDBG funds may be used to provide ADA accessibility features and enhancements for tenants, but to do so an eligible applicant must apply for the funds, which would include non-profits, for profits, municipalities, or housing authorities that have an ownership interest in subject properties. At this time, there are no programs currently funded that are providing these services to tenants. The County is exploring options for establishing a fund targeted for accessibility improvements and renovations. County staff has contacted King County about its Housing Accessibility Modification (HAM) program, which provides modest funding for accessibility changes to rental units. This may serve as a model should Snohomish County establish such a program.

- c. Comment: Another comment was provided expressing that housing assistance for homeless people and for eviction prevention is a high need in the community. One person commented that many families are struggling and on the edge. She stated that she was aware of two families who had lost their housing because the parents became unemployed. She noted that one family is now living in a townhome with 12 people and another is living in an RV. She stated that this puts stress on families and causes behavioral issues with the kids. She noted that these are the hidden homeless. Another person commented that there is such desperation now, that people are losing their jobs and are underemployed, and that high school kids are homeless.

County Response: The County recognizes the need in our community for homeless prevention and other homeless assistance services. The County has a number of programs to address these needs, though we understand that the need is greater than the available resources.

The County, through the Office of Community and Homeless Services (OCHS) leads the homeless assistance Continuum of Care. OCHS and other Human Services Department (HSD) programs provide funding from federal, state, and local sources to local non-profits to offer rental assistance, various supportive services, housing location and stability services, and homeless prevention services. The OCHS

and other HSD programs provide some direct services for persons at risk of, or experiencing, homelessness. Newer initiatives include rapidly re-housing people who have become homeless and a collaborative effort with the Workforce Development Council of Snohomish County to address the needs of homeless families.

The OCHS and HSD coordinate and participate in numerous collaborations with other local governments, non-profits, housing authorities, schools, colleges, and other funders to improve access to services and to reduce the frustration that people feel when trying to find help. Some of our collaborating partners are working on strategies to increase employment opportunities, to address youth homelessness, and to coordinate with local school districts to identify and help homeless youth, and families with children. Cocoon House is also engaging in homeless youth outreach, coordinates with schools, and can assist youth to access shelter, transitional housing, or services. Cocoon House offers prevention services to families who have youth at risk.

Several projects selected for funding in the 2013 Action Plan will provide assistance to homeless persons. This includes CDBG and ESG funding for many service projects that provide emergency shelter, transitional housing, and rapid re-housing and support services for homeless persons in our community. It also includes HOME funding to help build a new apartment complex in Monroe which will include ten units for homeless families.

While there are significant efforts in place, they do fall short of the actual need. The County will continue to engage in activities to address the need for housing and services for people at risk of, or experiencing, homelessness. We believe that everyone deserves to have safe and stable housing and appreciate the comment.

- d. Comment: A couple of residents expressed that they would like some assistance in organizing a safety watch and community events at their senior/disabled housing site. They explained the importance of interacting with others for community, mental stimulation, and remaining independent.

County Response: HASCO staff responded at the meeting that they have been wanting to provide this type of assistance for its senior housing sites, but have reduced staff and limited time available. HASCO staff indicated that they are supportive of such efforts and will try to provide assistance within the time available. One possibility was to refer residents to the local police department and to help them organize a Block Watch/Crime Prevention information session for their site. They could also try to help provide them with information and assistance in organizing events at their site. As follow-up, HASCO organized a meeting at the housing site in January 2013 for residents to meet with HASCO's new Rural Development/HUD Specialist and HASCO's Resident Resource Manager to learn what types of activities and events the residents were interested in for their community.

2. Public facilities, Infrastructure, and Public Services Needs.

- a. Question: Are there any specific needs in the areas of public facilities, infrastructure, or public services that you are aware of that you think we should focus funding on?
- b. Comment: Two of the residents live in the Arlington area. They commented that the Stillaguamish Senior Center is a wonderful facility and has a lot of activities. They commented that there is a new food bank being built in the area that is much needed. They also commented that there is a Cocoon House facility for youth which is a wonderful facility and a Boys and Girls Club. They further commented that more services and transportation options are needed for people with disabilities. One person expressed that DART services for people who are unable to drive need to be expanded.
- c. County Response: The County appreciates the input on the benefits of the community facilities that current exist or are under construction in the Arlington community. The Consortium has provided CDBG and/or ESG funding in support of most of the facilities mentioned as well as other facilities to help address the needs of seniors, homeless youth, persons with disabilities, and other low- and moderate-income persons in this community. Under the current 2010-2014 Consolidated Plan, over \$853,000 has been awarded to provide funding for rehabilitation of the Stillaguamish Senior Center, construction of the new Arlington Community Food Bank, accessibility upgrades and barrier removal for

Village Community Services, and services and operating costs for Cocoon House facilities, including the shelter in Arlington.

Dial A Ride Transportation (DART) is the name of the required ADA Paratransit Service that Community Transit is required by law to provide along with its fixed-route service. Senior Services of Snohomish County is the contractor Community Transit chose during a competitive RFP process to provide its Paratransit service. DART is a specialized, shared-ride, curb-to-curb transit service for people who are unable to ride a regular fixed-route bus, based upon functional abilities rather than age or medical conditions. An individual will be “ADA paratransit eligible” if there is any part of the local fixed-route bus system the person cannot use due to a disability or condition.

DART transit services operates during the same hours as Community Transit’s fixed-route buses that do not operate on commuter schedules. These non-commuter buses currently operate Monday through Saturday. DART and fixed-route buses do not operate on Sundays. DART paratransit service goes to areas within three-quarters of a mile of a Community Transit non-commuter fixed bus route. These areas along the non-commuter bus routes are called “ADA corridors.” DART trips must begin and end within the ADA corridors. Additional information regarding DART eligibility and service may be found at <http://www.dialaride.org>.

Community Transit has made service cuts within the past few years due to the economic downturn, which has resulted in reduced funding. Some of these cuts have affected the DART paratransit service. For example, when Sunday bus service was eliminated in 2010, DART service on Sunday was also eliminated.

There are some additional transportation programs serving people with special needs in Snohomish County such as the Transportation Assistance Program (TAP) operated by Senior Services of Snohomish County, which provides transportation for older adults and persons with disabilities outside of the DART service area or to the DART service area, and the volunteer transportation program managed by Catholic Community Services, which provides assistance to low-income elderly and disabled adults in Snohomish County.

The County provided contact information for the DART program, should the residents commenting wish to provide direct feedback to the DART program on services or to explore being on the DART advisory board. The County also provided contact information for the volunteer transportation program managed by Catholic Community Services, as this may be an additional resource for the residents.

The County also continues to participate in the Snohomish County Transportation Coalition (SNOTRAC) which strives to create a coordinated, county-wide transportation system that serves all people with special transportation needs. In addition, the Snohomish County Council on Aging advocates on issues related to older adults and persons with disabilities. One of the selected advocacy issues for 2013 and 2014 is to maximize the transportation resources available to older adults and people with disabilities through greater collaboration among transit, planning agencies, the Aging Network, and disability organizations.

C. Draft 2013 Action Plan Comments

The County received one written comment on the Draft 2013 Action Plan during the 30-day review and comment period from March 29, 2013, through April 29, 2013. The County received one oral comment at the public hearings on April 25, 2013. The comments are summarized below along with the County's response.

1. Comment of Tom Jacobi, Deputy Director of HomeSight

Comment: Mr. Jacobi pointed out an error in the Draft 2013 Action Plan. The draft plan reflected \$70,000 in estimated HOME program income to be generated under HomeSight's Everett homeownership program. Mr. Jacobi explained that no program income was expected to be generated under this program in the upcoming year.

County Response: The County has corrected this error in the Final 2013 Action Plan.

2. Comment of Gary McLean, Citizen

Comment: Mr. McLean stated that he is a real estate agent, but that his comment is as a concerned citizen. He stated that there was a scenario in the last couple of months in the City of Snohomish with a developer who

owned a piece of property and wanted to build apodments. Part of the City's proposal was to increase affordable housing. There were many people against the apodments, which is a separate issue, but the affordable housing issue has not gone away. He stated that there is a need for affordable housing in the City of Snohomish. He explained that rent in the greater downtown area in the City of Snohomish is about \$1,200 for a two-bedroom house and \$1,800 for a three-bedroom house. He explained that 99 percent of people in the HUD low- and moderate-income categories could not afford to live there.

Mr. McLean proposed that somebody investigate a piece of vacant land in the downtown area of the City of Snohomish and explore whether affordable housing could be built on it. He stated that it is a 10-acre site consisting of three adjacent pieces of property that are owned by Snohomish County. He explained that utilities and water/sewer would not be an issue for this property and that it is in a convenient location with a grocery store across the street. Mr. Mclean provided maps and a property profile for the site.

Mr. McLean stated that an outside developer would not be able to get a return on his investment if he built affordable housing on this site as the land would cost around \$2 million and it would probably cost somewhere between \$8 and \$10 million to develop it. He suggested there might be an affordable housing developer that the County was familiar with who has the capacity to build affordable housing on this site. He suggested that a portion of the land may be sold to generate cash which would allow a portion of the land to have affordable housing built on it.

Mr. McLean stated that affordable housing is very important and needs to be addressed in the City of Snohomish. He indicated that most affordable housing is done through apartment or private rentals, but on average, most people cannot afford housing because it is out of their price range. He further explained that the real estate market has changed substantially in the last six months, with prices for home sales increasing. This, in turn, keeps driving housing prices up which means that fewer people can afford to move to the City of Snohomish.

County Response: The County appreciates the proposal submitted by Mr. McLean. In researching this matter, the site is owned by Snohomish County, but is not currently designated as surplus property. The property is currently undergoing some cleanup activity and future use for the site has not

yet been determined. Should the site be designated as surplus property in the future, the County would further explore the proposal to use it for affordable housing. The County has recently supported the use of surplus property in the Lynnwood area for this purpose. Last year, the Consortium also awarded HOME funding in support of a ten-unit affordable rental housing project in the City of Snohomish to help meet local needs. However, the County acknowledges that the need for affordable housing in our community is much greater than the supply, and will continue efforts, in partnership with our Consortium-member cities and various organizations, to maintain and increase the supply of affordable housing.

XX. SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT CONTACT INFORMATION

If you have questions or would like more information, please contact Sue Tracy, Human Services Specialist II, at the Office of Housing and Community Development within the Snohomish County Human Services Department.

Contact Person: Sue Tracy

E-mail: sue.tracy@snoco.org

Phone: 425-388-3269

TTY: 711 or
1-800-833-6384 for voice
1-800-833-6388 for text

Mailing address: Snohomish County Human Services Department
OHCD M/S 305
3000 Rockefeller Ave
Everett, WA 98201

The 2013 Action Plan, the 2010-2014 Consolidated Plan, recent prior year action plans, and recent prior year annual reports are available electronically as well as in paper copy format.

- For an electronic copy, please visit the following County website:

http://www.1.co.snohmish.wa.us/Departments/Human_Services/Divisions/OHHCD/Consolidated_Plan/

- For a paper copy, please contact Sue Tracy; contact information is listed above. The County will provide a reasonable number of free paper copies to citizens and groups upon request.

ADA Notice: The County strives to provide access to all members of the public. Reasonable accommodations for persons with disabilities will be made to provide the information in this document in an alternate format upon request. Please contact Sue Tracy to request an accommodation; contact information is listed above.